

Minutes
Nobles County Library Board of Directors
Monday, December 14, 2020
(In-Person and Via Zoom)

- **The following board members were in attendance:** Mary Ingenthron (Zoom), Charlene Wintz (Zoom), Andrea Duarte-Alonso (Zoom) and Peg Faber (in-person)
- **Absent:** Kathy Craun and County Commissioner Gene Metz
- **Present library staff:** Library Director David Bradford, Office Support Marci Moshier and Adult Services Librarian Daniel Mick
- **Others present:** None.

Call to Order:

Charlene Wintz called the meeting to order at 4:03 p.m.

Additions to Agenda:

David Bradford would like to add discussion about Saturdays near holidays that the library typically are closed on. Charlene Wintz puts it under new business.

M/S/P: Ingenthron/Duarte-Alonso

Public Comment:

None.

Approval of Minutes:

The board reviewed the minutes from the November 2020 meeting.

M/S/P: Faber/Duarte-Alonso

The board also reviewed the minutes from the Special Board Meeting that was held on December 7, 2020.

M/S/P: Ingenthron/Faber

Reports:

Financial:

The November 2020 financials were reviewed. David Bradford adds that he's estimating being \$60,000 - \$63,000 under budget this year.

M/S/P: Faber/Ingenthron

Claims:

The November 2020 claims were reviewed.

M/S/P: Duarte-Alonso/Ingenthron

Circulation:

The board reviewed the circulation reports for November 2020. David Bradford notes that Worthington has been seeing attendance and everything else slowly dropping the last few months but that Adrian is doing good.

PCLS Report:

- o Mary Ingenthron reports that there is nothing new. She reminds the board that last month there was a new delivery van purchased and that it'll be great. No meeting since then.

Old Business:

▪ **Employee Update – Adult Services Librarian and Circulation Assistant (Information)**

- o David Bradford introduces the new Adult Services Librarian, Daniel Mick, and adds that today is his first day. Daniel is originally from Kansas but had been living in Kentucky before moving here. Daniel tells the board that he is excited to be here and the board welcomes him. David continues on that the Circulation

Assistant position will not be filled but that more hours will be given to Elizabeth Ramos Loza and Emily Spieker. David will attend the next County Commissioner Meeting to adjust Elizabeth and Emily's FTE and will see if one is benefit eligible or possibly both of them. Charlene Wintz asks if either one of them has a preference? David responds that he has talked to both of them; one may not be excited about working every Saturday and that may change things. He continues that he's trying to make it best for both of them and what's best for the library as well as the library schedule.

▪ **Community's Needs and Strategic Plan (Action)**

- David Bradford informs the board that he e-mailed the board members the most recent version of the contract ten minutes before the meeting started. He sent the contract to County Administrator Tom Johnson and Nobles County Attorney Joseph Sanow. David continues that the County wanted a few extra words added, stating the relationship between the County and the company and to make sure they have enough insurance. Now it's a matter of getting it officially approved. Charlene Wintz asks if the board should vote on it today or wait for the final contract? David encourages to go ahead with the vote as he doesn't anticipate any more major changes. David adds that he will be speaking with Tom Johnson tomorrow about the funds. With the estimate of being \$60,000 - \$63,000 under budget, he hopes it shouldn't be a problem but we need to see how the County would like it paid for. This will also be brought to the next County Commissioner's meeting on December 22nd.
- Charlene Wintz inquires if there is a motion to approve the contract and to have it brought before the County Commissioners at the next meeting? Peg Faber makes the motion and Mary Ingenthron seconds it. Andrea Duarte-Alonso abstained from voting, as was previously discussed in last month's board meeting.

▪ **2021 Library Board Meeting Schedule (Action)**

- David Bradford wanted to verify with the board that the listed meeting dates work and that there are no obvious dates that do not work. The board members agree the dates are fine. Mary Ingenthron reminds the board that she will be traveling January through March but would be able to attend via Zoom, if that is an option. The board discusses that having a Zoom option for the next several months would be nice due to the ongoing COVID pandemic and eventually the winter weather.

New Business:

▪ **Election of New Officers and Plum Creek Governing Board (Action)**

- Mary Ingenthron speaks up and says that she is willing to continue to attend the Plum Creek meetings. She clarifies that two board members and a County Commissioner need to attend; in the past it has been her, Kathy Craun and County Commissioner Gene Metz. Kathy Craun is not present today and so it is tabled for now. Andrea questions how often they meet and Mary Ingenthron believes it is quarterly.
- David Bradford checked the Library Board's by-laws and read that the new President and Secretary are elected at the first meeting of the fiscal year. It is agreed by present members to put this on next month's agenda, towards the beginning of the meeting such as under 'Public Comments'.

▪ **Donations (Action)**

- David Bradford notifies the board that there are four donations to report to the board:
 - 1) Nancy Hofstee made a donation in memorial of her mother, Clara Hofstee, of \$41.10 towards children's gardening books.
BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the donation of \$41.10 from Nancy Hofstee and further, that the Board does hereby extend its sincere gratitude for the donation. WHEREUPON the above resolution was adopted at the Nobles County Library Board meeting this December 14, 2020.
M/S/P: Ingenthron/Faber
 - 2) The Worthington Garden Club made a donation of \$39.21 towards gardening books.
BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the donation of \$39.21 from the Worthington Garden Club and further, that the Board does hereby extend its sincere gratitude for the donation. WHEREUPON the above resolution was adopted at the Nobles County Library Board meeting this December 14, 2020.
M/S/P: Faber/Duarte-Alonso

- 3) Kathy Craun made a donation in memorial of Lani Grantz, who was a former District 518 school librarian, in the amount of \$20.00.
BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the donation of \$20.00 from Kathy Craun and further, that the Board does hereby extend its sincere gratitude for the donation. WHEREUPON the above resolution was adopted at the Nobles County Library Board meeting this December 14, 2020.
M/S/P: Duarte-Alonso/Faber
- 4) Patricia Mickle made a donation of \$500.00 for children's activities.
BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the donation of \$500.00 from Patricia Mickle and further, that the Board does hereby extend its sincere gratitude for the donation. WHEREUPON the above resolution was adopted at the Nobles County Library Board meeting this December 14, 2020.
M/S/P: Ingenthron/Duarte-Alonso
- Office Support Marci Moshier will send a thank you to each person who donated.

▪ **Saturdays Near Holidays**

- David Bradford states that eventually the library will be open on Saturdays again but that it will still be a few months down the road. He adds that it was talked about in the January meeting this year for 2020 and can be postponed to take action on until next month. Saturdays such as Memorial Day weekend, Independence Day, Labor Day, Turkey Day in town and Thanksgiving. Christmas and New Year's Day fall on weekends in 2021.

Other:

▪ **Santa Visits**

- David Bradford updates the board that Santa ended up not doing visits this year, but that he did come in to make a video for Jackie and the school district to use. Due to COVID he wasn't comfortable interacting directly with the children.

▪ **Winter Reading Program (January – March 2021)**

- David Bradford states that everything is ordered for the upcoming program. There was discussion in Plum Creek of some libraries trying to shorten the length of the program but majority wanted to keep it January through March. This year our prizes will be mugs, tote bags and candy bars. David adds that it's hard to predict what the participation will be this year.

▪ **Holiday Light Displays**

- David Bradford updates the board that there was a holiday light display done in Olson park at the beginning of the month. The library and Friends of the Library made a display. The Friends bought some Grinch cutouts, plus some lights and signs were put up as well. Christy in Adrian now has the displays set up at the Adrian campground with their holiday light display that goes on until the end of the year.

Adjournment:

M/S/P: Faber/Duarte-Alonso

Next Meeting:

Monday, January 11, 2021 at 4:00 p.m. in the library workroom or via Zoom.

Respectfully submitted, Marci Moshier, Office Support