

Minutes
Nobles County Library Board of Directors
Monday, January 11, 2021

- **The following board members were in attendance:** Kathy Craun, Peg Faber, Andrea Duarte-Alonso, Mary Ingenthron, Charlene Wintz and County Commissioner Gene Metz (all via Zoom)
- **Absent:**
- **Present library staff:** Library Director David Bradford and Office Support Marci Moshier
- **Others present:** Library patron Katie Kouba and her son Gentry Kouba

Call to Order:

Kathy Craun called the meeting to order at 4:01 p.m.

Additions to Agenda:

David requests to add a proposed policy for Physical Electronic Materials (or devices) to the agenda. Kathy Craun adds it under New Business.

M/S/P: Faber/Wintz

Public Comment:

Katie Kouba and her son are present but have no comments. They would just like to observe.

Election of New Officers & Plum Creek Governing Board

Kathy Craun asks for nominations for Library Board President. Kathy Craun is nominated but the by-laws prevent her to serve again. Mary Ingenthron nominates Peg Faber with a second by Charlene Wintz. Kathy welcomes Peg to the office and adds that they will benefit from her perspective and experience. Kathy then asks for a nomination for Library Board Secretary. Mary Ingenthron nominates Charlene Wintz with a second by Andrea Duarte-Alonso. Kathy Craun lastly asks for an additional representative to join Mary Ingenthron and Gene Metz for the Plum Creek Governing board. Kathy Craun nominates Charlene Wintz with a second by Peg Faber.

Approval of Minutes:

The board reviewed the minutes from the December 14, 2020 board meeting.

M/S/P: Wintz/Faber

Reports:

Financial:

The December 2020 financials were reviewed. Kathy Craun asks David if the money for the community needs study is coming from the library budget or what the County Commissioners decided. David Bradford replies that the fund balance rolls over and that there will not be an issue paying for the study. There are some ALA grants available for \$3,000.00 that he is looking at applying for. David adds that the first payment was made already, which was around \$3,400.00.

M/S/P: Wintz/Duarte-Alonso

Claims:

The December 2020 claims were reviewed.

M/S/P: Wintz/Ingenthron

Circulation:

The board reviewed the circulation reports for December 2020. David Bradford again notes that Worthington is still down compared to last year but that Adrian is doing decent.

PCLS Report:

- Gene Metz reports that the new van is still parked but that the special order of shelving is ordered and will be put in once it arrives. Gene continues that one of the delivery drivers was in a car accident, not work related, but that his knee is broke so he is out for now. David Bradford adds that Jim Thompson is again able to help with delivery a couple days a week.

Old Business:

- **Employee Update – Circulation Assistant**
 - David Bradford brings the Library Board up-to-date that Emily Spieker and Elizabeth Ramos are both on 3/5 time now and are working more hours as of January 1, 2021.
- **Community's Needs and Strategic Plan Update**
 - David Bradford updates the board that the County Commissioners approved doing the study and signed the contracts. There has not been much else done yet, but will be soon. David adds that he found a five-year plan from 2002. The board members are interested in seeing it and David will e-mail it.

New Business:

- **2021 Saturdays Near Holidays**

(Memorial Day, Independence Day, Labor Day, Turkey Day in Worthington and Thanksgiving)

 - Kathy Craun voices that it is nice to see these holidays listed. Charlene Wintz voices that she is okay with being closed on those Saturdays and others agree. Peg Faber makes a motion to approve being closed these Saturdays near holidays, with a second by Charlene Wintz.

- **Donations**

- David Bradford notifies the board that there are three donations:

- **1.) Mark and Marcia Shepherd donated \$200.00 to the library.**

BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the donation of \$200.00 from Mark and Marcia Shepherd 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 January 11, 2021.

- **2.) Elizabeth Kellen donated \$100.00 to the library.**

BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the donation of \$100.00 from Elizabeth Kellen 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 January 11, 2021.

- **3.) Barbara Gould donated \$37.96 for a two-year subscription to the Artists Magazine for the library.**

BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the donation of \$37.96 from Barbara Gould 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 January 11, 2021.

- Office Support Marci Moshier will send a thank you to each person who donated.

- **Proposed Policy for Physical Electronic Materials**

- David Bradford explains to the board that there have been some issues with patrons and the hotspots. He would like to have a policy in place, so that if there are any questions the policy is there. He continues that there is a patron wanting a hotspot, but he is a new patron. He has tried a couple of times to check one out but someone from the same address checked out a hotspot mid-November and it still has not been returned. The board discusses possibly having to do a deposit and when the hotspot is returned, they get their deposit back. Kathy Craun asks how much the deposit would be – it should be enough for an incentive to get it returned but not so high that it limits access. David would say a \$30.00 deposit, as the maximum overdue fee is \$30.00. Andrea Duarte-Alonso questions if that price would limit access, as that might be a lot for someone but Peg Faber points out that they would get the deposit back when the hotspot is returned. The board discusses that the hotspots started being checked out in August and that there is not a lot of data yet.

The board would like to get data closer to a year but go ahead and approve this policy. It is discussed to also rename this policy to “Electronic Materials and Devices”. Charlene Wintz makes a motion to approve the Electronic Materials and Devices Policy, with a second by Andrea Duarte-Alonso.

Other:

▪ **Updates:**

- David Bradford updates the board that a company had contacted the library about maintaining the microfilm machine. This has not been done for 6-7 years and he is going to go ahead with the maintenance for approximately \$400.00. David adds that the library is back to being fully staffed and that there are some projects happening now before going back to regular hours from last February. There were signs added to the shelves in the children’s area to help with navigation. He explains that there will be a lot of re-labeling in the adult fiction. David and Daniel (Adult Services Librarian) have started this project in the Sci Fi/Fantasy section. David wraps up the discussion by adding that Daniel has also taken over the Facebook page and that it is being updated more to keep people better informed.

▪ **Winter Reading Program**

- David updates the board that the Winter Reading Program has officially started and that there are 50-60 patrons signed up.

Adjournment:

M/S/P: Faber/Wintz

Next Meeting:

Monday, February 8, 2021 at 4:00 p.m. in the library’s workroom or via Zoom.

Respectfully submitted, Marci Moshier, Office Support