

**Minutes**  
**Nobles County Library Board of Directors**  
**Monday, February 8, 2021**

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

***Call to Order:***

Peg Faber called the meeting to order at 4:01 p.m.

***Additions to Agenda:***

David Bradford would like to discuss library board member clarifications for the PCLS Board Meetings. Added under PCLS Report.

M/S/P: Wintz/Duarte-Alonso

***Public Comment:***

None.

***Approval of Minutes:***

The board reviewed the minutes from the January 11, 2021 board meeting.

M/S/P: Ingenthron/Wintz

**Reports:**

**Financial:**

David Bradford informs the board that most of the budget for Staff Development won't be used much, if at all, as the Minnesota Library Association has already made the 2021 conference virtual. David also adds that the annual bills from Plum Creek have arrived so some of the budgets will be maxed out soon, which happens every year.

M/S/P: Wintz/Ingenthron

**Claims:**

The January 2021 claims were reviewed.

M/S/P: Ingenthron/Wintz

**Circulation:**

The board reviewed the circulation reports for January 2021. David Bradford adds that as the Sci.Fi./Fantasy collection is being edited, that he's getting better ideas as to why the adult circulation isn't doing that great and continues not to, as there are series in different locations and books from series are missing. He continues that people come in and check out the newest books but that it's hard to find older books. He adds an example of a seven book series that was found in three different locations in the library and missing the second book. David and Adult Reference Librarian, Daniel Mick, have been sorting through the Sci.Fi./Fantasy books and are relabeling, weeding and sorting by series. There are about 1,300 Sci.Fi./Fantasy books and that 300-400 will be discarded and replacing about 100 of them. He adds that they're trying to make it easier for people to come in and browse.

**PCLS Report:**

Gene Metz informs the library board that at the January 20<sup>th</sup> executive meeting it was discussed that for years Plum Creek had been struggling and were losing ground, as there was less money to run the system but costs kept going up. Michele, interim Plum Creek Director, previously had a frank discussion with other regional library systems before this meeting, that we have a part time director and that's how they can make a go of it right now. Mary adds to Gene's comment that the way Michele laid it out, referring to the old delivery van and how old it was, but that if we had a director we couldn't have afforded to buy a new van; other boards just don't deal with those kinds of issues that Plum Creek does. Gene also comments that he's not sure how long Michele wants to continue being interim director but for now they can continue to have her; a \$75,000-\$80,000 director out of the picture makes a difference financially. Mary Ingenthron expresses that

Michele is very efficient and does an excellent job. Gene voices that Rebecca Hudson at Plum Creek also does an excellent job in the background.

David Bradford informs the board that Rebecca at Plum Creek needs to know which library board member is the primary board member, who is their alternate and County Commissioner alternate. Gene Metz clarifies that he is the County Commissioner and that Bob Paplow is his alternate. Charlene Wintz and Mary Ingenthron volunteered at the last meeting and are both considered primaries, Andrea Duarte-Alonso volunteers today to be the alternate. David will get those names to Rebecca.

### **Old Business:**

#### ▪ **Community Assessment and Steering Committee**

- David Bradford informs the board that a planning committee (Steering Committee) needs to be put together and that he needs help on reaching other people in the community. He continues that on the committee so far are himself, library staff Daniel, Laurie or Jackie, Deputy County Administrator/Emergency Manager Bruce Heitkamp, Worthington Middle School/High School/ALC Librarian Lisa Spieker and Library Board member/Friends of the Library Member Kathy Craun. David asks the library board for other names of people that will have connections to the City and the County. David continues that the committee is looking at a time commitment of 8-10 hours and that they will often meet virtually. This committee will help review the community survey, provide input and help with questions that we're not thinking of or things that people are complaining about. The board members are asked to think about who they could suggest and each let David know at least one suggestion by the end of the week.

### **New Business:**

None.

### **Other:**

#### ▪ **Updates**

- David Bradford updates that the library may expand hours again when the weather warms up and adds that people may use our services longer. He needs to check with the County first and go from there.

#### ▪ **Update on Winter Reading Program**

- David Bradford updates that so far Worthington has had 95 people sign up for the Winter Reading Program and that 14 cards have been completed. Adrian has had 60 people sign up and 5 cards have been completed.

#### ▪ **SF/Fantasy Book Project**

- David Bradford previously discussed some of the Sci.Fi./Fantasy changes under Circulation. He adds that it is ongoing and labor intensive. New and better labels and label protectors have been ordered as well, which will help identification in the long run.

#### ▪ **New Books Display**

- David Bradford explains that previously new adult books were put on a black cart out front, but that now there are new shelves under the large book clock. There are books and DVDs there with some on wire book holders for display. He is hoping this will help increase circulation. He adds that things like the Sci. Fi. and the new book display are being posted on Facebook as well now to get the word out.

#### ▪ **Other**

- David Bradford informs the board that there will be an advertisement for the Adrian Branch Library in this year's SW Minnesota Area Directory. He also adds that the Minnesota Public Library Annual Report is now open for submission. It is discussed amongst the board that it would be good to see the report before it is sent. This will be added to next month's agenda.

### **Adjournment:**

Peg Faber adjourns the meeting.

M/S/P: Wintz/Ingenthron

### **Next Meeting:**

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

Respectfully submitted, Marci Moshier, Office Support