

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

- **The following board members were in attendance at the library:** Kathy Craun, Charlene Wintz and Andrea Duarte-Alonso. **Attending via Zoom:** Peg Faber, Mary Ingenthron and County Commissioner Gene Metz
- **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 4:04 p.m.

***Additions to Agenda:***

None.

M/S/P: Ingenthron/Craun

***Public Comment:***

None.

***Approval of Minutes:***

The board reviewed the minutes from the February 8, 2021 board meeting.

M/S/P: Ingenthron/Wintz

***Reports:***

**Financial:**

David Bradford informs the board that the maintenance cost for the library's website will be about \$250.00 a year, which Angelo in IT said was a fair price. This will help with maintenance, updates and better support.

M/S/P: Wintz/Craun

**Claims:**

The February 2021 claims were reviewed.

M/S/P: Craun/Wintz

**Circulation:**

The board reviewed the circulation reports for February 2021. David Bradford notes that on the adult circulation spreadsheet the numbers are a little high but the trends are correct. He adds that the information being reported to the state on the annual report is correct, but on our spreadsheet there are some things being included in adult circulation that shouldn't be. This will be worked on to correct.

**PCLS Report:**

Mary Ingenthron updates that the Plum Creek meeting was a lengthy but good meeting. There were new County Commissioners and new board members there, so time was taken to explain to them how it work and how Plum Creek works. Mary adds that there was a phone call from a person wondering about the diversity of the collection of the libraries in Plum Creek. David Bradford adds that Michele filled in the library directors on the situation. Gene Metz comments that this is the same person that called last Fall, he's an author and seems mad that we don't have his book. Michele is handling this.

## Old Business:

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

- David Bradford updates the board that he is still trying to form the Steering Committee. He has sent some things out but hasn't been hearing back and asks the board for help forming this committee, as people don't know him. He is hoping to get the focus groups done before summer.

## New Business:

### • **Minnesota Public Library Annual Report**

- David Bradford has been collecting data for the annual report. He found that the number of patrons in our system is 1,500 lower but can't find out why; Joel from Plum Creek is helping and Joel also is talking to the people that maintain Koha. David continues that numbers in general are decent. He is concerned that the digital stats were flat, which was surprising and concerning; Ancestry use was already going down in 2019 but crashed last year. David will review Ancestry use again in six months and if it's not increasing, we may get rid of it. Kathy Craun questions if the Nobles County Historical Society has a subscription to Ancestry, possibly going flat if people are using theirs? David replies that ours is in-library-use only and that most people that use it are older and are coming in less. Another part of the data is that Worthington borrowed about 5,000 items from other libraries but we borrowed out between 10,000-11,000. He comments that we have a lot of books that others don't have. Internet sessions are also being reported now. David wraps up the discussion that he can't submit the report until he has the right numbers and will wait until Joel or Bywater gets back to him.

### • **Plum Creek Policy on 'Lost & Damaged Items for Interlibrary Loan'**

- David Bradford explains that as he has been going through the Sci-Fi books that some of our books have been borrowed by other libraries and now they are just sitting there as lost books. He would eventually like to get this resolved. Marci Moshier made a spreadsheet that goes back 10-12 years. It shows about \$844.00 of our materials have not been paid for that were checked out at other libraries, about \$361.00 of other library's materials that were checked out from here have not been paid for, leaving a difference of about \$483.00. The Plum Creek Policy on this is included in the board packet. David adds that the library that checks out the item is responsible but we're in a deficit. Kathy Craun asks Gene Metz what Plum Creek has done in the past? Gene Metz can't answer that. Kathy adds that this could become an issue and that it would be better to look at it when it's small and get a policy in place. She continues that the Plum Creek directors need to discuss this, because if we have the issue others do too.

### • **Minnesota State Parks Library Program**

- David Bradford received an e-mail that libraries in low-income communities could apply for free park permits to loan out to patrons and he thinks it's a good idea. He continues that Michele with Plum Creek said the DNR released this information too early and that one may have to apply for it at a regional level and not a local level. David would like the library board's advice if this is something we should pursue? The board agrees that this is a good idea. David adds that the applications need to be submitted by March 18<sup>th</sup> and that he's hoping to get more answers in the next week about it but he also doesn't want to miss the deadline. David asks the board if he hasn't heard anything by March 16<sup>th</sup> if he should go ahead and apply and the board agrees that yes, he should.

### • **Library Hours – Week of March 15<sup>th</sup>**

- David Bradford states that next week the library will go back to the normal hours that were in place a year ago. Adrian is also adding Saturdays from 10 am – 1 pm through Memorial Day, but adds that he doesn't know about summer hours for Saturdays at Adrian.

### • **Donation**

- David Bradford notifies the board that there is one donation that came in on 2/22/21:
- **Darrel Schmidt donated \$20.00 to the Nobles County Library in memorial of his cousin John Schmidt.**

*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 Darrel Schmidt 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 March 8, 2021.*

- Office Support Marci Moshier will send a thank you to Darrel Schmidt.
- **Retirement of County Administrator – Tom Johnson**
  - David Bradford updates the library board that Tom Johnson announced his retirement last week and that Tom will be retiring on April 30<sup>th</sup>.

***Other:***

- **Other**
  - David Bradford notes that a Summer Page will be hired again and that the position should be posted this week.
- **Winter Reading Program**
  - David Bradford comments that the program is going well and that a lot of cards have been turned in. He adds that Adrian has given out a lot of the candy bars and had to buy extra.
- **Sci. Fi./Fantasy Update**
  - David Bradford can see the light at the end of the tunnel for the project. Himself and Daniel Mick have been working on this project; going through and keeping track of the number of withdrawn books. He adds that there are so many things to look at; series, number of checkouts, who is checking it out, keeping the book or not keeping it and that it all is an ongoing process. Books are being bought to fill in the holes for series and authors. David adds that Christy in Adrian has been working on the Adult Fiction section and adding labels.
- **Spring Book Sale: April 19<sup>th</sup> – 24<sup>th</sup>**
  - David Bradford has set the date for the Spring book sale and adds that there will be a lot of Sci. Fi./Fantasy this time. He adds that Christy in Adrian had an idea that when Adrian has their citywide garage sale that some of the books could go there. The book sale will be on the main level of the library again, as it is easier for the staff to help and oversee.

***Adjournment:***

Peg Faber adjourns the meeting at 4:50 p.m.

M/S/P: Wintz/Ingenthron

Peg Faber comments that she will not be able to attend next month's meeting – Charlene Wintz will run the meeting.

***Next Meeting:***

Monday, April 12, 2021 at 4:00 p.m. in the library's workroom or via Zoom.

Respectfully submitted, Marci Moshier, Office Support