

**Minutes**  
**Nobles County Library Board of Directors**  
**Monday, May 10, 2021**

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

***Call to Order:***

Peg Faber called the meeting to order at 4:00 p.m.

***Additions to Agenda:***

None.

M/S/P: Ingenthron/Duarte-Alonso

***Public Comment:***

None.

***Approval of Minutes:***

The board reviewed the minutes from the April 12, 2021 board meeting.

M/S/P: Craun/Ingenthron

**Reports:**

**Financial:**

David Bradford informs the board that the Adrian Branch will be getting a different printer.

M/S/P: Craun/Ingenthron

**Claims:**

The April 2021 claims were reviewed. David Bradford comments that insurance went up around 15-20% and he will be asking for more money for that in the 2022 budget.

M/S/P: Craun/Duarte-Alonso

**Circulation:**

The board reviewed the circulation reports for April 2021. David Bradford notes that last April Worthington borrowed 442 books from other libraries and this year is only 656. The board members comment after looking at the graphs that there was a huge drop last year in March and April due to COVID. David continues that part of the study is to find out why the numbers are where they are at but also adds that Adrian is doing well. He comments that Digital/eBooks have gone down. Peg Faber comments that she personally likes the book in her hand. Kathy Craun voices that a lot of people that she associates with are going to audiobooks and also that they are going to other libraries outside of our system. David adds that other library systems have a more decent eBook collection and that they have more options; in South Dakota they're able to meet immediate demands with Overdrive but Plum Creek can't, which is terrible.

**PCLS Report:**

Mary Ingenthron gives an update that at the Plum Creek meeting there was discussion about staff raises. She voices that the staff has been very dependable and very dedicated. Mary continues that the funding they're hoping to receive is still in the Legislature, to which Gene Metz adds that it's around a million or a million and a half dollars. Gene continues that they're also looking at changing the formula, which would be more favorable to Plum Creek. The board members and David discuss that Michele does an excellent job but that she's spread thin and running out of gas. Gene also comments that by the end of the year Plum Creek will need a different form of administration, whether it's full time or not. Gene

Metz asks David Bradford if having a full time Plum Creek Director would help with the audiobook deficit, to which David replied yes. David expresses that a full time director probably is the best solution, as that person has knowledge on this and could see that what we have now is not that great.

### **Old Business:**

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

- David Bradford notifies the board that there is not a lot to report, unfortunately. There is now a draft of the staff survey, which should be out at the end of the week. He is hoping to get the community survey written by the 21<sup>st</sup>-24<sup>th</sup> of May. Andrea Duarte-Alonso adds that she thinks the survey is pointed in the right direction and the right people and also that the questions are more specific to multicultural community members. Gene Metz wonders what the time period is for the surveys, to which Andrea replies that the community survey is about three weeks and the staff survey is about two weeks. David adds that there is no one on the committee from the community college and asks for suggestions. Gene Metz offers up Terry Gaalswyk and Roxanne Hayenga. Ideas are thrown around about putting up a tent at the windsurfing regatta to promote the library and also to promote the survey. David expresses that the hardest thing about the survey is getting the word out to people and getting responses from people that aren't library users or that are occasional users – what about those people? Gene adds that the occasional users are interested but they don't know what they need or want, to which David ends the discussion by saying that they've been here but something's missing.

#### **Plum Creek Policy on “Lost & Damaged Items for Interlibrary Loan” Update**

- David Bradford updates the board that he needs guidance from the board members with this. He explains that at the PCLS meeting last month the policy was brought up about lost items and that it was debated on how to recoup our items that are checked out elsewhere, as it was previously agreed that the borrowing library didn't have to pay. David comments that as he was standing up for trying to voice his opinion on this that he got the vibe of the others making excuses and that he was talking to a stone wall. Gene Metz and Mary Ingenthron voice that they've signed checks for Plum Creek to pay for lost books. Gene adds that maybe we need to declare the books or materials as lost and send a bill to Plum Creek? David questions why Plum Creek should pay? David continues that his idea is that every year, Plum Creek reconciles the books, do once or twice a year and it would clear accounts. David adds that if it's cleaned up once then it wouldn't be hard to do on an annual basis as long as it's consistent. Mary and Gene make a note to bring it up at the Exec. Plum Creek meeting. David is also going to bring it up at the Plum Creek meeting this week.

#### **Minnesota State Parks Library Program Update**

- David informs the board that the library is the recipient of two park passes and that they will be effective for about a year. He doesn't have any more information about paperwork but is hoping to get more on this in the next few weeks, as the passes can start being checked out June 1<sup>st</sup>. David continues that they will have a one week checkout, possibly from Wednesday to Wednesday to get a weekend in there. It is still being figured out how to set this up in Koha and if people will be able to place holds on the passes as well.

### **New Business:**

#### **New Employee – Summer Page**

- David Bradford informs the board that Sarah DeSmith has been hired as Summer Page and that she'll start on June 7<sup>th</sup>. He adds that the interview process went well and that Sarah is a student at Concordia in Moorhead. Kathy Craun expresses that Sarah will be terrific.

### **Other:**

#### **Spring Book Sale**

- David Bradford updates the board that the book sale brought in almost \$700.00, adding that this sale was a little better than last year's Summer book sale and a little less than last Fall's book sale. He comments that there were a lot of people that came in for the bag sale this time. He is looking at having another book sale in July and also setting up some tables in Adrian for a book sale during the City Wide Rummage Sales. David continues that he is thinking about bringing back one of the spinning racks for a revolving book sale again, as the revenue showed it's worth justifying the time and expense. David notes that we have been advertising

our donation criteria a little more now on the website, Facebook and the newspaper as we've gotten a lot of moldy, dusty books which go straight into recycling. David also tells the board that brochures are being made for the library, the main one is who we are and what we do. The second brochure is specifically for resources, a how-to brochure. Mary Ingenthron asks where these will be located and David explains that Jackie goes to the schools, so she will hand them out there and we'll have some here too to get into people's hands. One Office will be printing the brochures, as they are half the cost of us printing them here. Peg Faber and Kathy Craun express that they look nice.

### ***Upcoming Events:***

- "Crash Course in Computers" – Adult Services Librarian, Daniel Mick – Date TBD
  - June 28<sup>th</sup>: "Mike's Pint Size Polka: Music & Magic in Polka Color" – all ages – 1:30 p.m. in Worthington and 6:30 p.m. in Adrian
  - July 22<sup>nd</sup>: Family Drive-In Movie Night – library lawn
  - July 26<sup>th</sup>: Treasure Village – all ages - Adrian Library at 10 a.m. and First Lutheran Church in Worthington at 1:00 p.m.
  - August 2021: Adrian Book Sale (during Adrian City Wide Rummage Sales, date TBD)
  - August 11<sup>th</sup>: Summer Reading Carnival, 1:00 – 3:00 p.m.
  - August 19<sup>th</sup>: Family Drive-In-Movie Night – library lawn
  - September 2<sup>nd</sup>: Pamela Nowak – author – "Never Let Go, Survival of the Lake Shetek Women"
- David Bradford adds that there is also a new event to add to this list. June 26<sup>th</sup> Kalea Jordan will be performing on the library lawn and plans are still coming together. Gene Metz inquires what the computer program is and David explains that it's going to be a five part course with 5+ people on laptops and Daniel will use screen to teach about internet and computer basics. He adds that they're hoping to do one in Spanish, with Elizabeth translating. No date has been set yet, as we need supplies and more advertising.

### ***Adjournment:***

Peg Faber adjourns the meeting at 5:05 p.m.  
M/S/P: Ingenthron/Craun

### ***Next Meeting:***

Monday, June 14, 2021 at 4:00 p.m. in the library's workroom or via Zoom.  
Respectfully submitted, Marci Moshier, Office Support