

Minutes
Nobles County Library Board of Directors
Monday, July 12, 2021

- **The following board members were in attendance at the library:** Mary Ingenthron, Andrea Duarte-Alonso, Peg Faber, 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: Duarte-Alonso/Ingenthron

Public Comment:

None.

Approval of Minutes:

The board reviewed the minutes from the June 14, 2021 board meeting.

M/S/P: Ingenthron/Craun

Reports:

Financial:

David Bradford updates the board that the Friends of the Library did bring him the check for \$2,400.00 but it has not been deposited yet. David continues that if there is extra money left in the budget in October or November, he is looking to replace another kid's computer. Mary Ingenthron asks if that is something the Friends of the Library could buy and David responds that that's what the Friends group is for, for things like that. There is discussion about space in the youth room and if there would be enough room for three computers; it may be a possibility for the library to buy one and the Friends of the Library to buy one as well. There will be further discussion at next month's meeting. David adds that Adrian has received their new copy machine.

M/S/P: Ingenthron/Craun

Claims:

The June 2021 claims were reviewed. David Bradford comments that the library will continue to advertise with the District 518 Community Ed. Catalog, as it helps us. Mary Ingenthron questions using the library budget to pay Myra Palmer for her programs and wonders if she could be paid from Legacy money, to which David responds that paperwork has been started for that.

M/S/P: Craun/Duarte-Alonso

Circulation:

The board reviewed the circulation reports for June 2021. Mary Ingenthron and Peg Faber both comment that things are looking up. David Bradford adds that the deficit for ILL items is still negative 300 but is much better than the negative 1,000 that it used to be. David continues that he is looking to replace the USA Today Newspaper with The Wall Street Journal. David adds that a lot of kids have been coming in for programs and Mary voices that she wishes that we could get people to realize how many people Jackie has for programs with no space. Mary continues that Jackie has programs at First Lutheran Church, the Methodist Church and the Farmer's Room but that Jackie never complains and is happy to do it. Mary thinks it is wonderful to have all of these kids and that Jackie does a wonderful job. Kathy Craun adds that the Teen Program could do more if Jackie had more space. Peg Faber comments that they tried to stress that for a new library, that there is just no room here.

PCLS Report:

Mary Ingenthron gives an update from the Plum Creek meeting. It was discussed that financially Plum Creek is in good shape and that's mostly because they don't have a full time Director. Mary continues that the new delivery van has been named D.A.I.S.Y. (Delivery All Inclusive Serving You) and Gene Metz adds that the old van is for sale for \$500.00. Mary says that the Plum Creek building is still in need of repairs, a list has been made and \$5,000.00 has been designated to go towards making the repairs. Gene Metz voices that for the Director position there have been 7 applicants, with 5 of them having interviews on August 5th; Gene adds that it looks promising. It is discussed that Plum Creek had been hopeful for the funding from the State, but in Legislature it got dropped. Gene adds that Michele said if they didn't get it this year that it would be hard in the future.

Old Business:

Community Assessment and Steering Committee Update

- Andrea Duarte-Alonso updates that the one-on-one interviews and focus groups are happening. The first Focus Group was last Thursday and went well, Saturday was the second focus group and only two came. Nick from Library Strategies came from Wisconsin and there were many valuable conversations. Andrea adds that she is eager to see the results from the Community Survey. David Bradford voices that Nick came down Friday, July 9th and toured the Worthington and Adrian libraries and that there is one more focus group this week. The Community Survey was done July 2nd and the data is still being assembled. David adds that Nick said they're hearing a lot of the same stuff over and over and that hopefully the preliminary findings will be done for the August Library Board Meeting. Andrea comments that the Community Survey is still open for a few languages, as there was a glitch with Survey Monkey. David said the results on the Community Survey was around 400, which is about 2% of the population; he wraps up the discussion by voicing that it's all starting to come together after all of these months.

New Business:

2022 Budget

- David Bradford informs the Library Board that the preliminary 2022 budget is due on July 23rd and he will present it to the Budget Committee in August, between the 16th and the 19th. David adds that if the board has suggestions to let him know. Kathy Craun questions how staffing is going, as that usually is one of the biggest things. David replies that staffing seems to be okay, adding that there's the usual one is gone and someone calls in sick but that there is enough cushion right now. Peg Faber comments that the staff is very flexible and that is great. Gene Metz comments that the Historical Society office will be moved out by the end of the year but not the collections; is the thought to utilize that space and have the staff work two levels? David replies that no one else is in queue to use that space. He talked to Bruce (County Administrator) last week and the assumption is that the library will take over that space. David also adds that he is waiting on the Community Survey results and that it could be used for programming space. Gene remarks that it won't be a big budget item for next year but that it's something that should be thought of in the future. Andrea Duarte-Alonso asks if the Art Center will remain in the basement? David responds that there is a new Director as well. There is discussion about what the Art Center does and if they are connected to the City, which they are not. Kathy Craun explains that the Nobles County Art Center is run by an Art Board and the City Arts Commission is run by the City. Mary Ingenthron questions if the County gives money to the Art Center, Gene responds that they are given a little money. It's discussed that they aren't open to the public yet, but general consensus with the board is that if they are provided with space and money, that they should be open as the COVID restrictions have been lifted.

Library Board Members – Terms Ending in 2021

- David Bradford informs the board that Charlene Wintz and Mary Ingenthron's terms are done at the end of the year. Mary voices that she will be done, as she will be traveling. David would like the board to keep their eyes open for possible board members. David adds that Katie Kouba is a patron here and her husband is a minister here in town. Katie lives in District 1, which is Charlene Wintz's district. Kathy Craun asks Gene Metz if the County Commissioners would have any recommendations and Gene responds that he will bring it up.

▪ **Other:**

- David Bradford notes that Joe Sanow, the County Attorney, had sent out information that meetings can be attended remotely but that the person has to be somewhere public. Gene Metz adds that you also have to give public notice as well. David continues that Mike's Pint Size Polka program was at the end of June and between Adrian and Worthington it went well. He adds that another musical performance may happen in October for both libraries. David updates also that there are two movie nights are coming up but that the contract limits advertising. Andrea Duarte-Alonso asks if the Crash Course in Computers is still TBD and David replies yes; we are still waiting on IT to get us the computers.

Upcoming Events:

- July 19-24: Summer Book Sale - Worthington
- July 22nd: Movie Night – library lawn
- July 26th: 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 11th: Summer Reading Carnival, 1:00 – 3:00 p.m.
- August 19th: Movie Night – library lawn
- September 2nd: Pamela Nowak – author – “Never Let Go, Survival of the Lake Shetek Women”
- “Crash Course in Computers” – Adult Services Librarian, Daniel Mick – Date TBD

Adjournment:

Peg Faber adjourns the meeting.

M/S/P: Duarte-Alonso/Ingenthron

Next Meeting: Monday, August 9, at 4:00 p.m. in the library's workroom.

Respectfully submitted, Marci Moshier, Office Support