

Minutes
Nobles County Library Board of Directors
Monday, August 9, 2021

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

Call to Order:

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

Additions to Agenda:

Library Director David Bradford would like to move the Community Assessment Update before the PCLS Report.

M/S/P: Wintz/Ingenthron

Public Comment:

None.

Approval of Minutes:

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

M/S/P: Ingenthron/Wintz

Reports:

Financial:

David Bradford updates the board that the General Supply budget under Technical Services will go a little over budget.

M/S/P: Craun/Duarte-Alonso

Claims:

The July 2021 claims were reviewed. David Bradford comments that the Fareway invoices go back to February, which is why that amount is a little large.

M/S/P: Wintz/Craun

Circulation:

The board reviewed the circulation reports for July 2021. David Bradford states that the Worthington DVD usage dropped off the last month verses last year's, but Adrian's went up.

Community Assessment:

▪ **A.) Presentation of Strategic Plan Draft – By Library Strategies**

▪ **** See attached document, titled “Nobles County Library Strategic Plan 2022-2024” ****

David Bradford welcomes Nick Dimassis and Alayne Hopkins, who are now in the Library Board meeting via Zoom. David does introductions of the Library Board. Alayne Hopkins introduces herself; she is the Director of Programs and Services for The Friends of the St. Paul Public Library. Nick Dimassis introduces himself; he is the Director of the Beloit Public Library in Wisconsin and he was the consultant to visit the Adrian and Worthington libraries. Alayne summarizes the process. Andrea (library board member) was hired by Library Strategies to assist as an outside consultant. The staff survey was held in May. While the Community Survey was being conducted, they also conducted a number of one-on-one interviews and gathered participants for two Focus Groups. She adds that the Focus Groups were quite small, which resulted in doing more one-on-one interviews than were initially planned. Then they put together a draft of overall goals and strategies. There will be a Steering Committee meeting at the end of August and the final presentation will be Monday, September 13th.

Nick Dimassis starts by saying that David has been responsive, frank and open to work with. Nick goes on to say that the one-on-one interviews were great, as people seemed to open up and say more as everything was kept confidential. Nick pointed out that there was very strong direction given from the community.

- **Highlights from presenting this document:**

- ***Page One – Executive Summary***

- Additional comments by Nick:

- Adrian has had a beautiful renovation; it is an aspirational example of what can be done in Worthington. He adds that between the City, County and private funding there could be a lot of potential.
 - Worthington library - needs to be refreshed, remodeled or renovated. He adds that this isn't unusual, as the building has been here a long time - libraries have changed and it accelerates the need because of the goals.
 - Diversity – this was communicated by many and was spoke positively about.

- ***Page Two – Goal 1: Improve Current Facilities and Expand Access for All***

- Comments after Nick presented this goal:

- Gene Metz voices to Nick that he is the County Commissioner liaison for the Library Board. He explains that this goal will hit us the quickest and asks money-wise where Nick sees that in the picture? He explains that the County is currently working on budgeting for 2022 and asks when they should start looking at this? Nick replies that it's great that Gene is looking forward instead of saying no. He explains that this can happen quickly and that the first thing to do is design planning and to move quick on that. Nick continues that this needs to get into the budget, start planning and designing as well as looking at the availability of space in the lower level. Nick continues that County Administrator, Bruce Heitkamp, is planning upon showing the County Commissioners this information at the August 31st Work Session. He adds that we're not starting from scratch, as the WELL Project looked at things from every which way. David Bradford informs the Library Board that Nick had said that during the Community Survey that there wasn't a large group of people asking for a new building. Nick agrees; there was discussion that the Worthington library is in a good location and the majority of people agreed with that.

- ***Page Two – Goal 2: Analyze Collections & Services for Relevancy & Effectiveness***

- Comments after Nick presented this goal:

- Gene Metz voices that the reason he's excited about this study is because it's reaching out to different cultures and what to do to include them. He adds that some may never see the importance of the library and asks Nick how long should you try to include them before focusing on something else? Gene wonders how to reach out to all of the cultures in the County. Nick replies that some just won't come, but not to stop trying. Nick adds that collaborations and partnerships will also present opportunities and we need to go where those opportunities are.

- ***Page Three – Goal 3: Increase Cross-Cultural Programming & Events***

- Comments after Nick went through this goal:

- None.

- ***Page Three/Four – Goal 4: Develop Strong Collaborations with City and County Partners***

- Comments after Nick presented this goal:

- Gene Metz comments that Adrian is kind of his vicinity and voices that everyone was on board with the library project; the community, City and County. Gene questions if the County Commissioner Work Session on August 31st would be a good time to bring in the City officials, as they're instrumental with this too. Nick replies that based on his own experience as a Library Director, that the County needs to lead on this but that the City won't sit back and say do it all. The County should be leading but invite the City in and work together, as we really need a partnership with them to achieve this and they should be involved very early on.

- ***Page Four – Goal 5: Expand Marketing to Raise Visibility of What the Library Offers***

- Comments after Nick presented this goal:

- None.

▪ **B.) Discussion of Draft**

- Mary Ingenthron expresses that all of the points that were made were easy to follow and to understand. Peg Faber voices that it's very important to get the City involved and how everyone was so involved with the Adrian Library and that the library is more than they ever thought it would be. Kathy Craun says that Adrian had a plan and a picture of what people were giving to but that Worthington hasn't had that; there has been no effort or vision to provide for a fundraiser. Nick Dimassis adds that the lower level of the Worthington building is being opened up to us and that we can use that increased space and can put money into this current building. Gene Metz agrees that a lot of people have said they wouldn't support a new building, but with this space opening up this could be more feasible. He continues that it is refreshing that there really was no negative feedback from the Community Survey and that with the WELL Project there was positive and negative. Gene also adds that the Adrian project could have used more room but that it was successful with what they could do and we can use that model and clone it here in Worthington; this needs to be heard by the Commissioners that it can be done.
- David Bradford asks Alayne what the timeline is again – Alayne responds that there will be another Steering Committee meeting towards the end of August, revisions will be made to the plan and then it will come before the Library Board at their next meeting on September 13th for approval. Nick Dimassis will also be at the August 31st County Commissioner Work Session. (via Zoom) The Zoom call with Nick and Alayne ended at 5:08 p.m.
- David Bradford informs the board that the original draft of the Strategic Plan was more broad and vague and voices that this one is much better.

▪ **C.) Possible Implementation Plan Purchase**

▪ **** See attached document, titled “Library Strategies Proposal for the Nobles County Library, Strategic Planning Consulting Services: Implementation Plan, July 26, 2021” ****

- There is discussion that money has already been spent on the Strategic Plan and that the board can't not do this Implementation Plan or we'd be right back where we are. The board agrees that this has to be done.
 - **Kathy Craun makes a recommendation to move forward with the Implementation Plan with Library Strategies.**
 - M/S/P: Duarte-Alonso
 - All in favor - none opposed.
- More discussion:
- Peg Faber voices that the collection in Adrian had to be analyzed to get more space and also adds that Worthington has become the lending library instead of doing what our patrons need. David Bradford brings up the self-serve and if the holds shelf is moved out from behind the front desk, then people can come in, grab their hold, check out and they're done without having to wait. Others voice that they have seen this in other libraries.
 - It is discussed about possibly having programs in different parts of the County, such as smaller towns like Brewster, Round Lake and Rushmore.
 - General discussion that people were asked what they want and it seems to be that people don't necessarily want a new building, but that things in the Worthington library need to be updated.
 - Lower level space – it is discussed that it needs to be found out what can be done on each level of the library; safety rules and regulations. Possibly get a building inspector in here.

PCLS Report:

Gene Metz informs the library board that they haven't met since the last library board meeting. He states that the first round of interviews have been done for the Plum Creek Director position and that the second round of interviews is at the end of the month.

Old Business:

- **2022 Budget Update**
 - David Bradford has included two pages of spreadsheets in the library board packet so the board can see what he submitted for the preliminary 2022 budget. He adds that the biggest increases are salaries and insurance.
- **Library Board Members – Terms Ending in 2021 Update**
 - David Bradford reminds the board that Mary and Charlene’s terms are up at the end of this year and that their positions will need to be filled.

New Business:

- **Youth Room – Buying New Computers**
 - Kathy Craun states she tried contacting Cheryl Avenel-Navara about putting this possible computer purchase on the agenda but she has not heard back from her yet. Kathy will add it to the agenda at the next meeting and reminds the board that she was going to ask the Friend’s of the Library to purchase two computers.
- **Other:**
 - David Bradford informs the board about these items:
 - Emily Spieker has resigned, giving a three week notice, with her last day being Saturday, August 28th. He is letting the staff know tomorrow.
 - Summer Book Sale Results – Worthington
 - The Summer Book Sale resulted in \$591.43 after tax.
 - Movie Night & Treasure Village Program Results – Worthington & Adrian
 - Movie Night went well in Worthington – 55 people
 - Treasure Village in Adrian – 12 people
 - Treasure Village in Worthington – 59 people
 - Newspaper – discontinuing the USA Today newspaper and switching to The Wall Street Journal

Upcoming Events:

- August 11th: Summer Reading Carnival, 1:00 – 3:00 p.m.
- August 19th: Movie Night – library lawn
- August 26-28th: Adrian Book Sale (during Adrian City Wide Rummage Sales)
- September 2nd: Pamela Nowak – author – “Never Let Go, Survival of the Lake Shetek Women”
- “NCL Computer Tutorials” – Adult Services Librarian, Daniel Mick – Date TBD
- David Bradford adds that Dennis Warner will be doing a musical performance in Adrian and Worthington at the end of October

Adjournment:

Peg Faber adjourns the meeting at 5:57 p.m.
M/S/P: Wintz/Duarte-Alonso

Next Meeting: Monday, September 13, 2021 at 4:00 p.m. in the library’s workroom.
Respectfully submitted, Marci Moshier, Office Support