

**Minutes**  
**Nobles County Library Board of Directors**  
**Monday, September 13, 2021**

- **The following board members were in attendance at the library:** Mary Ingenthron, Andrea Duarte-Alonso, Peg Faber, Kathy Craun and Charlene Wintz
- **Present library staff:** Library Director David Bradford and Office Support Marci Moshier
- **Absent:** County Commissioner Gene Metz
- **Others present:** The Globe reporter, Kari Lucin

***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 add under New Business – Schomackers in Adrian (cleaning service)

M/S/P: Wintz/Craun

***Public Comment:***

None.

***Approval of Minutes:***

The board reviewed the minutes from the August 9, 2021 board meeting.

M/S/P: Craun/Ingenthron

**Reports:**

**Financial:**

David Bradford updates the board that the Adrian Book Sale brought in \$93.36. He states that Worthington will have another book sale this Fall, maybe the last week in October or the first week in November. He adds that donations have slowed down. The spreadsheets for the quarterly review of Adrian and Worthington's donation funds are also reviewed.

M/S/P: Wintz/Ingenthron

**Claims:**

The August 2021 claims were reviewed. David Bradford comments that he has heard unofficially that Ingram may raise their prices 6% in November.

M/S/P: Craun/Duarte-Alonso

**Circulation:**

The board reviewed the circulation reports for August 2021. Peg Faber comments that circulation is up a little bit. There are some questions as to how Edgerton's circulation is so high – is it because they're connected to the school somehow? It is also discussed that Jackson has a high circulation as well. David Bradford states that this is also part of the Strategic Plan, to address circulation numbers. He adds that if you go to the Luverne or Marshall libraries that they are open buildings, more welcoming, more to do and we don't have that. Part of this Strategic Plan is to provide more of that environment. David continues that another problem is that we have to have our large programs across the street. If we had the space here then we could do those large programs, as well as have those people stay in the library afterward and check out materials. David continues that we need to get more people in here and make it more of an experience.

**PCLS Report:**

Mary Ingenthron informs the board that there is a meeting tomorrow night (Tues. Sept. 14<sup>th</sup>). She adds that they are hiring a Director for Plum Creek.

## Old Business:

### ▪ **Community Assessment Update**

**(\*\* See attached document, titled 2022-2024 Strategic Plan for the Nobles County Library, September 13, 2021 \*\*)**

- David Bradford announces that the Board has the final version in-hand. He comments that it is basically the same as the August 9<sup>th</sup> version, except for the first two pages, an introduction and key findings have been added. David continues that adult checkouts have dropped in the last 4-5 years, but Nick from Library Strategies says that's common in public libraries. Mary Ingenthron questions if the County Commissioners see that as a negative, that the circulation is down? David replies that they didn't say anything. David continues that Nick likes collaborations and partnerships and also had mentioned the WELL Project. The library trying to collaborate with people is a good idea, such as with adult Community Ed, to accomplish common goals and that was a good thing
- David reiterates that the Adrian Library is a model and a model that can be done here.
- Kathy Craun comments that there are five specific goals and then strategies for each goal. She adds that it puts it neatly into those five categories and that she doesn't think anything is missing as to what has been talked about over the last 20 years.
- Andrea Duarte-Alonso asks if it is known what can or cannot be done to the building? David Bradford replies that there are three barriers that need answers first:
  - 1.) Parking
  - 2.) Historic Building
  - 3.) ADA Access
- David Bradford continues that answers are needed for those three issues first and that it may limit what we can do. He adds that he told the County Commissioners that there is no site search needed and that there have been site studies done in the past, with ideas of how space should be allocated, which is helpful.
- More discussion on what can be changed to make this building accessible and for different ages. It's discussed that these three issues (above) could have answers within a couple of months.
- **Peg Faber asks if there is a motion to approve the final Strategic Plan as presented?**
  - **Mary Ingenthron makes that motion and the motion is seconded by Charlene Wintz. All in favor, none opposed.**

### ▪ **Implementation Plan**

- David Bradford informs the board that the County Commissioners agreed to spend up to \$3,000.00 to do the Implementation Plan. He continues that he talked to Beth Rickers before today's meeting and that the Historical Society has moved more things but there is no definite deadline yet. He adds that primarily the staff and Library Strategies will be setting up the Implementation plan and once the three issues discussed previously (parking, historic building and ADA access) are answered it will give some framework on what can be done down the road.
- Charlene Wintz asks if anything has been said about the Art Center? Kathy Craun gives a run-down of her version of what happened at the County Commissioner meeting. She continues that it sounded like the library would have the whole building and that the Commissioners were in favor of not looking at a Band-Aid but rather a 20 year plan. She comments that Justin Ahlers would like collaboration and noted the City and Friends of the Library being involved. Bob Paplow showed support in remodeling but not in an addition. Bob Demuth didn't think the City would be interested in working with the County at all after the WELL Project. Kathy adds again that this was her takeaway from the meeting. Charlene Wintz asks Kathy if the Commissioners were generally supportive, to which Kathy replied yes.
- More discussion on the process – Kathy Craun adds that we're going through the messy process now and she's glad that the County Commissioners went for the Implementation Plan. Peg Faber comments that it opened their eyes that this needs to be done. Kathy reiterates that we need a plan to show and David agrees that pictures and visual aids are needed to show this is what we can do.
- David Bradford will be taking the lead on pursuing answers for those three issues. (parking, historical building and ADA access)

### ▪ **Youth Room – New Computers: Update**

- Kathy Craun states that the Friends of the Library have not met for several months and the new computers haven't been mentioned yet. There is not a meeting this month and maybe not in October either. It is

proposed by President Peg Faber that after the Library Board meeting is adjourned, to go into a Closed Session Meeting to discuss this. Charlene Wintz makes that motion and the motion is seconded by Andrea Duarte-Alonso. All in favor, none opposed.

▪ **Circulation Assistant – Youth Services Position: Update**

- David Bradford announces that interviews are done. An offer was made and has been accepted. He is hoping that this person will start by October 4<sup>th</sup> at the latest.

**New Business:**

▪ **Schomackers Cleaning – Adrian**

- David Bradford explains that he got a note in the mail today from Schomackers, who clean the Adrian Library. In 2015 we paid them \$65.00 and it was only raised to \$67.00 in these past years, but now they want to raise it up to \$86.00. He would like to explore options and asks if anyone knows of any other options in Adrian? David explains that they come every other week and do the usual vacuuming, bathroom, etc. but the contract doesn't say how often they clean. The Board discusses that it should be figured out what we want a cleaning person to do, how often, update the job description and go from there. Peg Faber offers that there is a lady in Adrian that cleans houses and gets \$15.00 per hour, that's a place to start money-wise. Mary Ingenthron asks who does the agreement if we update it, the County and David? David replies that former Library Director, Clint, signed the old contract.

**Other:**

- David Bradford gives the Board results on these three past events:
  - Adrian Book Sale (August 26<sup>th</sup>-28<sup>th</sup>) - \$93.36 after taxes - he adds they may do it again.
  - Summer Reading Carnival (Worthington) – 183 people – he comments that it went well.
  - Movie Night (Worthington) – 48 people - he remarks that it was successful and it will be done again next year.
  - Pamela Nowak – 34 people – he adds that it was a very good turnout.

**Upcoming Events:**

- September 13<sup>th</sup>: After-School Programs begin this week (Worthington)
- September 15<sup>th</sup> & 22<sup>nd</sup> – NCL Computer Tutorials by Adult Services Librarian, Daniel Mick (Worthington)
- September 21<sup>st</sup>: “Moving Words” – panel of MN Authors – 6:30 p.m. (Worthington)
- October 21<sup>st</sup>-22<sup>nd</sup>: Haunted House (Worthington)
- October 28<sup>th</sup>: Musical Artist – Dennis Warner – Senior Citizen’s Center – 1:00 p.m. (Adrian)  
– First Lutheran Church – 4:00 p.m. (Worthington)
- Andrea Duarte-Alonso would also like to inform the Board that September 12<sup>th</sup> – 19<sup>th</sup> is the 2<sup>nd</sup> annual “Welcoming Week” in Worthington. The main event is set up on Sunday, September 19<sup>th</sup> at the 10<sup>th</sup> Street Plaza. She adds that this would be a great place for the library to come and set up a table. David adds that he already plans to be there from 3-5 p.m. on the 19<sup>th</sup> and welcomes any Board Members to join. Kathy Craun voices that she will be there.

**Adjournment:**

Peg Faber adjourns the meeting at 5:01 p.m.

M/S/P: Duarte-Alonso/Wintz

The Closed Session Meeting is discussed briefly but is found not to be fitting at this time and was not held.

***Next Meeting:*** Monday, October 11, 2021 at 4:00 p.m. in the library’s workroom.

Respectfully submitted, Marci Moshier, Office Support