

**Minutes**  
**Nobles County Library Board of Directors**  
**Monday, November 8, 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
- **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:***

David Bradford would like to add under New Business – Late Fees

Kathy Craun would like to add under Old Business– Friends of the Library

Mary Ingenthron would like to add under New Business – Wish List

M/S/P: Ingenthron/Duarte-Alonso

***Public Comment:***

None.

***Approval of Minutes:***

The board reviewed the minutes from the October 11, 2021 board meeting.

M/S/P: Ingenthron/Craun

**Reports:**

**Financial:**

David Bradford says that as Major Equipment has used only 21% of its budget so far, he will look to replace one of the children’s computers.

M/S/P: Craun/Wintz

**Claims:**

The October 2021 claims were reviewed. David Bradford asked the board if it was okay to pay Culligan in advance every 6 months or so just to save processing time; the board is okay with this. Peg Faber asked about the cleaning service in Adrian. David states that anyone we hire will need to have liability insurance, and someone who just does it on the side it is probably not going to be able to afford the insurance—that will be the sticking point. David also mentioned that the library now also has a standard library contract to use when hiring people for larger programs; this contract was run by and approved by the county attorney.

M/S/P: Ingenthron/Duarte-Alonso

**Circulation:**

The board reviewed the circulation reports for October 2021. Andrea Duarte-Alonso asked about e-books and what types of devices can be used. David Bradford stated that Overdrive covers most devices. Multiple board members mentioned having used various devices. David also mentioned that with delivery people Nobles’ items are not that high, compared to libraries such as Marshall. During the implementation session, the previous week, Circulation/Tech Services Coordinator, Laurie Ebbers, mentioned that many patrons do not take advantage of this feature; staff offers to put an item on hold for them, and they choose to decline. Charlene Wintz said that a couple of years ago waiting for books it would take a long time to get a popular book, but it has improved; there is speculation that many patrons still think that it takes a long time to actually receive a requested hold and do not elect to do a hold. David mentioned that at the Dennis Warner program in Worthington, only one family attended due to the library’s direct advertising (saw an in-house poster). There was a discussion about making library news more accessible.

## **PCLS Report:**

Mary Ingenthron said she had no report. David Bradford added Elizabeth Hoffman started October 25<sup>th</sup> as the new Plum Creek Director. At the Advisory Council meeting on November 10, they are reviewing the circulation policies; proposed changes are reducing the number of overdue items allowed before being able to check out another item, and having a more specific, written policy dealing with overdue items loaned by another library.

## **Old Business:**

### **Implementation Plan Update**

- David Bradford said that Nick Dimassis from Library Strategies was in Worthington on November 4<sup>th</sup> for the staff implementation session. It was more philosophical in tone than other sessions he has done; therefore Nick will put together a plan draft, send it to David, then they will go over it, then it will be sent out to staff to review and add to.
- David said he gave an update to the County Commissioners at their October work session.
- Kathy Craun asked about the three main barriers that need answers before proceeding forward with any building plans.
  - 1.) Parking: David has spoken with the city planner, and it was encouraging.
  - 2.) Historic Building: David has communicated with the state agency dealing with historic buildings, the building will have to comply with historic building guidelines, but it looks like it is not an insurmountable obstacle.
  - 3.) ADA Access: In the 1990's ADA updates were done.
- Andrea asked about a timeline for the above items. David said he would like to go speak with the City of Worthington, especially concerning short-term improvements, but feels any meeting would be more effective if County Administration would accompany him. David continues he is ready to start exploring architects, and that from all of the studies done over the past years most of the theoretical stuff is done, it's a matter of fitting it into the space. The board mentioned the name of an Architect that Marjorie was working with in 2019 as one to look at.

### **Nobles County Library Board Terms Ending**

- Charlene and Mary have reached out to a few people, but said that in the past either the library or the commissioners had contacted potential board members. David Bradford said that if he is given names he can reach out to them and also has a name he can reach out to.

### **Ancestry Library Subscription: Update**

- David asked for a clarification whether the board last month thought that the library should purchase a one-year subscription to Ancestry.com, primarily for reference assistance. The board said yes and go ahead and purchase it for use in 2022.

### **Wowbrary: Update**

- At the October 2021 PCLS Advisory Council meeting David and Carrie from Jackson, asked if other libraries were interested in buying it; if five or more libraries bought it they could get a price discount. Fulda, Windom, Edgerton, and Mountain Lake are interested. David reached out to PCLS, since the payment funding would have to go through them, and there still is not a resolution yet. Nobles County will be getting it before the end of the year.

### **Friends of the Library: Update**

- Kathy Craun attended the Friends of the Library October 2021 meeting. She presented both Library Board recommendations – having someone from the Nobles County Library on the Executive Board and having an external audit. Both of these were rejected. The FOL changed their bylaws. Changes included lowering the number of members in a quorum, removing the Library Director from the Executive Committee and having an internal audit done by the FOL treasurer and two other members. The FOL votes for the changes were unanimous, though one FOL member questioned the wisdom of an internal audit. Meetings will be quarterly. The FOL said they will share information with the library since they are a public entity, but will not put a report from the library on their regular agenda—if we had something to share bring it.
- As a non-profit, the FOL records are available to the general public. To improve communication the Library Board feels they would like to know more about what the FOL is doing. The Nobles County Library Board will create a document requesting copies of FOL board minutes and audits since approximately 2014.

### **New Business:**

- **Plum Creek Board Vacancy**
  - Mary and Charlene’s departures at the end of the year leaves a PCLS board spot open. Mary discussed the requirements, but no action was taken.
- **Closing Times**
  - David Bradford explains that Worthington will close early for Thanksgiving, Christmas, (traditional times) and the Star Party. Also, the library has been open until 8 pm on Monday-Thursday; but the usage from 7 to 8 pm is very small and usage does not justify being open— both in the past 6 months, and pre-Covid. The library can close at 7 pm until at least March, and the saved staff hours can be used to help carry out the implementation plan. David asked the board they have heard anything from the public concerning Fridays, and if there is a need to remain open a bit later –even 5:30 or 6 pm; this issue will be discussed at a further meeting.
- **Donation**
  - David Bradford says a that a regular patron, Gale Knouse, periodically brings in donuts for the staff and thinks it would be nice if the library can send him a thank you note.
    - *BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the periodic donation of donuts from Gale Knouse, 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 November 8, 2021.*
    - M/S/P: Craun/Duarte-Alonso
- **Late Fees**
  - David Bradford said that this subject was not brought up during the implementation plan session due to time, but staff addressed it after. DVD fines are currently \$3 per day up to \$9 total; this price was set apparently many years ago when DVDs were more expensive. The library would like to change this to \$1 per day, up to \$7 total; this change would be presented to the Commissioners next month when 2022 fees are set.
  - M/S/P Wintz/ Craun
- **Wish List**
  - Mary Ingenthron brought up the idea for items the library needs but are not budgeted for. Create a “wish list” of items, accompanied by explanations/photos of them. The library could post/print it as a way to solicit donations for these items. Everyone was receptive to this idea.

### **Other:**

- The Haunted House had approximately 180 people attend.
- Dennis Warner’s performances had a total of 26 adults and 35 children. The Adrian performance was very well-received, and library is looking at co-sponsoring another performance in Adrian next summer.

### **Upcoming Events:**

- November 18<sup>th</sup>: Winter Skies Star Party-at Minnesota West- 5:30 – 8:00 p.m. with Mike Lynch & Paul Seifert

### **Adjournment:**

Peg Faber adjourns the meeting at 5:15 p.m.

M/S/P: Duarte-Alonso/Craun

**Next Meeting:** Monday, December 13, 2021 at 4:00 p.m. in the library’s workroom.

Respectfully submitted, David Bradford, Library Director