

Minutes
Nobles County Library Board of Directors
Monday, October 11, 2021

- **The following board members were in attendance at the library:** Mary Ingenthron, Charlene Wintz, Peg Faber and Kathy Craun
- **Absent:** Andrea Duarte-Alonso and County Commissioner Gene Metz
- **Present library staff:** Library Director David Bradford and Office Support Marci Moshier
- **Others present:** The Globe reporter Kari Lucin, County Administrator Bruce Heitkamp (filling in for County Commissioner Gene Metz) and Chair of the Friends of the Library, Pete Navara

Call to Order:

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

Additions to Agenda:

Kathy Craun would like to add under Old Business - Discussion of the Friends of the Library By-Laws. Chair of the Friends of the Library, Pete Navara, interrupts and questions, "Why?" Kathy explains because we are connected with the Friends of the Library and that they are a non-profit. Kathy explains that she would like the Library Board to read and review their possible By-Law changes, as there are a couple By-Laws that are connected to the library that the library could be responsible for, if the Friends of the Library dissolved. Pete voices that they are "not associated with the Library Board in any way". Peg Faber replies that the Library Board represents the library. Kathy finishes by saying that it's going to be discussed as an agenda item.

M/S/P: Wintz/Ingenthron

Public Comment:

None.

Approval of Minutes:

The board reviewed the minutes from the September 13, 2021 board meeting.

M/S/P: Craun/Wintz

Reports:

Financial:

David Bradford updates the board that Worthington library's copy machine is on the list to get replaced in the next couple of months.

M/S/P: Ingenthron/Wintz

Claims:

The September 2021 claims were reviewed. David Bradford comments that there is nothing out of the ordinary with claims.

M/S/P: Craun/Ingenthron

Circulation:

The board reviewed the circulation reports for September 2021. David Bradford updates the board that Plum Creek purchased eBooks but he wasn't sure how much money was spent; they had some extra grant money and part of it was spent on these eBooks.

PCLS Report:

Mary Ingenthron informs the board that the meeting last month got cancelled. She states that they meet next week and that a new Plum Creek Library Director has been hired. The information about the new Director will be given out at the next Plum Creek meeting.

Old Business:

▪ **Implementation Plan**

- David Bradford informs the board that he is talking to Alayne from Library Strategies on the phone tomorrow to discuss the Strategic Plan and give her more information on the implementation plan. David adds that he has gotten enough information to get the ball rolling, such as finding out there is an easement over where the utility box is about 50 feet away from the building in the parking lot. Peg Faber comments that those three barriers need to be taken care of first and David agrees and voices that the information so far is encouraging. He is hoping to give the County Commissioners an update at their next Work Session, which is October 27th.

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

- David Bradford announces that Anna Steiner is the new Circ. Assistant and that she started today. She went through orientation and tomorrow she'll start training. He adds that we are glad to have her on board.

▪ **Discussion on Friends of the Library By-Laws**

- Kathy Craun voices that there has been discussion and she would like to bring it to the Library Board. This relationship or connection with the library to the Friends when reading the By-Laws shows that we're connected in various ways:
 - 1.) Friends of the Nobles County Library By-Laws, Article II, Purpose:
 - “This Corporation is formed exclusively for charitable and educational purposes, and in connection therewith exclusively for the education of the people of the Nobles County Library service area, by and through its assistance to the Nobles County Library.”
 - Kathy points out that in reality, their purpose is connecting to the Nobles County Library and their efforts as such.
 - 2.) Friends of the Nobles County Library By-Laws, Article X, Dissolution
 - Section 1: “Notwithstanding any other provision of these articles, the Friends is organized exclusively for charitable and educational purposes within the meaning of Section 501 (C) (3) of the Internal Revenue Code of 1954.”
 - Section 2: “No part of the net earnings of the Friends shall inure to the benefit of any member, trustee, director, officer of the Friends, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Friends) and no member, trustee or officer shall be entitled to share in the distribution of any of the assets upon dissolution of the Friends.”
 - Section 3: “In the event of dissolution of the Friends, the assets of the Friends shall be distributed to the Nobles County Library...” (continues on)
- Kathy explains that those are two direct connections to the library in their By-Laws. There are two changes that she would like to discuss and see what this Library Board feels is appropriate.
 - 1.) Article IV, Section 2: Executive Committee
 - “The executive Committee shall consist of all 4 officers and the past chair.”
 - Kathy explains that in the past the Director of the Library has been a member of the Executive Committee and they are eliminating that. She feels that there should be some kind of connection of communication between the library and the Friends. It was brought to her attention a few months ago that the Friends didn't feel like they were getting the information from the Library Board that they were wanting or expecting. Communication seems to be an on-going issue. They're eliminating the Director of the Library as an executive committee member and Kathy was going to take this to the Friends and ask them if it would be possible for a Library Board member to be an ex-officio member of the Executive Committee of the Friends of the Library. This person could bring the information from the Library Board Meetings to the Friends and vice versa. Kathy stresses again that she feels there strongly needs to be a form of communication.
 - Discussion: Peg Faber voices that if they're going to use “Friends of the Nobles County Library” then they are a part of us because they're a part of the library. Mary Ingenthron asks Pete what happens to the money that they receive and if it's up to the members where the money goes? Pete replies that it depends, a lot of their money is for specific purposes; they can't just take it and spend it where they want. Kathy Craun adds that there is also a separate building fund, designated for the building. Pete verifies that yes, it is kept separate and that any money spent is for the library. Pete adds that they “Aren't controlled by the Nobles County Commissioners or the Library Board.” Peg Faber asks how many members there are

– Pete said at most 10-12 but Kathy interrupts and replies “Seven that pay dues.” Pete replied that they haven’t had a meeting for so long, he thinks dues are due in July. Mary asks if their goal is to support the library and Pete answers yes. Mary asks Pete his thoughts of not having the Director of the Library on the Executive Committee; Pete responds that he can’t tell her the reasoning because it was proposed 3-4 years ago. Kathy interrupts and said this was just proposed this month but Pete thinks they were done a long time ago. Kathy voices that this just came out in this revision, not this Spring. Mary asks Pete what we can do so that the Friends and the library can work together? Pete responds, “Just communication.” Mary adds that we certainly want to work together with the Friends and that’s the goal, however it comes about. Kathy voices that in January new officers are elected and that would be a good time to make the board appointee formal. She also reminds the board that the Friends are changing to quarterly meetings. Mary voices that representation from this Board is important and Charlene is in favor of sharing information the best way we can.

- **Kathy Craun makes a motion that The Nobles County Library Board have either the Director of the Library or an appointed member of this Board be an ex-officio member of the Executive Committee of the Friends of the Library.**
- **Charlene Wintz seconds this motion.**
- **All in favor.**
- 2.) Article 7, Section 2: “The books of the Friends shall be audited prior to the annual meeting by a member appointed by the Executive Committee.” – the proposed By-Laws remove ‘by a Certified Public Accountant’ and replace with ‘by a member’.
 - Kathy voices that this next discussion is more of a recommendation to the Friends. They are possibly changing the By-Law that would change a requirement that their books be audited prior to the annual meeting by a Certified Public Accountant to a member to audit the books.
 - Discussion: Kathy asks County Administrator Bruce Heitkamp his opinion. He expresses that it’s always better to have more people involved; that the Certified Public Accountant is a third party oversight or if they feel that’s too costly, explore working with their financial institution. He thinks that would be the right thing to do and that there could be too many things that could go wrong with only one set of eyes looking at it. Peg Faber voices that if she were in charge of that kind of money that she wouldn’t want to be the sole person in charge of it; she would want somebody with more knowledge to make sure that she would be doing everything the correct way. Kathy also points out that with the Friends being connected to The Nobles County Library, if things go awry, who’s held responsible? Kathy would like to pass it along as a recommendation to take it to the Friend’s meeting this Thursday. Kathy also adds that the Friend’s address for the non-profit is The Nobles County Library.
 - **Peg Faber makes a recommendation that the Friends either have a CPA or their financial institution be involved in the auditing process in some way.**
 - **MSP: Craun/Ingenthron**
 - **All in favor.**
 - Kathy Craun will go to the Friends meeting on Thursday. She will represent the Library Board until the election in January. (if the Friends accept this)

New Business:

Library Building – Investigation of Options

- Parking - David Bradford updates the Board that we will have to work with the City for parking. He has talked to the City and got the ball rolling. Their required parking per square foot of building is double what Marshall has for a library. David visited Marshall Library a couple of weeks ago, he adds that it was nice to see a newer, big, nice building. Kathy Craun asks if David knows what their requirement for parking was? David looked at Google Map, counted their parking spots, took how many square feet they had in the building and guessed that way. Then how many they said we would have to have for an equivalent size building is double. David adds that step one is to see where we’re at and what our options are, adding that if this was a new building on this site we’d have to pave the entire section out there, but the building is already here.
- Historical Building – David continues that since we’re public ownership, any work on the building will have to meet The Secretary of the Interior’s Standards for Rehabilitation and any exterior alterations need historic materials. He adds that if we start doing exterior things we’ll have to hire an architect versed in designing historic buildings.

- ADA – County Administrator reminds the Board that ADA improvements have been made in the last 10-15 years. He adds that sometimes things you have to do to be ADA compliant conflict with a historical tag. The fact that we already did an ADA upgrade helps. David adds that the ADA upgrade happened about 20 years before the historical status and that it's fortunate. David adds that there are three exit routes from the basement already. Another issue that was being looked into was children in the basement of the library. David talked to the Fire Marshal's department and found out from a fire aspect it's not a big issue. He also did some research and found that libraries and museums for occupancy classifications fall under "A3" and libraries and museums are in the same categories. Education and Daycares are a different category. We are more of a museum classification, which is fortunate. He is going to check more with the City but it doesn't look like there are fire code issues and we could put programs in the basement. The Art Center is mentioned again – how they will play out in the long run but the County Commissioners will decide on that.

- **Ancestry Library**

- David Bradford explains to the Board that numbers for Ancestry have been dropping and have been going down for years. He adds that it probably isn't worth \$1,800.00 a year. Kathy Craun questions if numbers dropped because of the Historical Society and David replies that it is a little bit of duplication services. David continues that we could buy a private subscription for the library, which is \$300.00 a year and just have it for reference purposes; Daniel (Adult Services Librarian) would be able to help with the reference questions. Peg said we will discuss this later, closer to when our yearly subscription ends.

- **Wowbrary**

- David Bradford updates the board that Daniel has come up with this solution – it's a service for \$500.00 a year and they make a newsletter for us that promotes new books. He adds that Jackson County Library has it and that they like it. Daniel Mick (Adult Services Librarian) comes into the meeting and gives the Library Board the basics. He explains that it's a great way to let patrons know about what new books or new materials we have and it's automatic. He explains that it hooks into our software, Koha, and any new item that is entered Wowbrary will get an alert and adds it to a list. A weekly newsletter can be e-mailed out to those patrons that have signed up. It also promotes events in the library. Daniel adds that we could make bookmarks with the URL and they can sign themselves up for this newsletter, as it takes less than a minute to sign up. Daniel expresses that overall it is a great service, with very little for the staff to do. The Library Board thinks this is great and that we should try it – they thank Daniel for all of his time and research.

Other:

- **MN State Parks Passes – Update**

- David Bradford updates the Library Board that The Nobles County Library made # 6 out of 8 for the "Highest Use Locations for August".

- **"Moving Words" Program – Results**

- David Bradford comments it was disappointing as only six people were there. Kathy Craun was there and said it was a great program and was really interesting. David added that the names of the authors weren't given to us until the beginning of September so we didn't have all of the information to promote for months before it, as we did with Pamela Nowak.

Upcoming Events:

- October 21st-22nd: Haunted House (Worthington)
- October 28th: Musical Artist – Dennis Warner – Senior Citizen's Center – 1:00 p.m. (Adrian)
– First Lutheran Church – 4:00 p.m. (Worthington)
- November 1st – 6th: Fall Book Sale (Worthington)
- November 18th: 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 5:13 p.m.

M/S/P: Ingenthron/Craun

Next Meeting: Monday, November 8, 2021 at 4:00 p.m. in the library's workroom.

Respectfully submitted, Marci Moshier, Office Support