

**Minutes**  
**Nobles County Library Board**  
**Monday, January 10, 2022**

- **The following board members were in attendance:** Peg Faber, Andrea Duarte Alonso and County Commissioner Bob Paplow

- **Absent:** Kathy Craun

- **Present library staff:** Office Support Marci Moshier and Circulation and Technical Services Coordinator Laurie Ebbers

- **Others present:** County Administrator Bruce Heitkamp, The Globe reporter Kari Lucin, Plum Creek Library Director Elizabeth Hoffman and Friends of the Library Chair Pete Navara

***Call to Order:***

The Library Board did not have a quorum – Peg Faber called the informational meeting to order at 4:11 p.m. Introductions were made around the room, as there was a new County Commissioner representative and other guests.

***Additions to Agenda:***

None.

***Public Comment:***

None.

***Approval of Minutes:***

The board will review and approve the minutes from the December 13, 2021 meeting at next month's meeting.

***Reports:***

**Financial:**

The board will review and approve the financial reports from December 2021 at next month's meeting.

**Claims:**

The board will review and approve the claims from December 2021 at next month's meeting.

**Circulation:**

The board reviewed the circulation reports for December 2021.

**PCLS Report:**

Plum Creek Library Director, Elizabeth Hoffman, attended today's Library Board meeting. Elizabeth updates the board that a new Circulation Policy was passed and also that the Patron Privacy Policy was updated. The new e-mail policy says that a line can be included on the library application that the patron can check the box next to if they would like to receive newsletters from the library system. Also included was that we can send a one time e-mail to any user that has an e-mail address to see if they would like to opt in for newsletters. She voices that this is to opt in, not opt out. Elizabeth continues that Plum Creek also got an ARPA Grant, which will pay for Wowbrary for any Plum Creek library that wanted to be a part of that. Elizabeth also explains that Wowbrary is targeted at each individual library and that there are also widget options that can go on the website to display all new titles as well as auto posting to Facebook, if a library chooses to do that.

## **Old Business:**

### **Wowbrary – Update**

- See above under PCLS. Bruce Heitkamp adds that staff member, Daniel Mick, has signed our library up and is working on this.

### **Library Strategies – Update**

- Bruce Heitkamp updates the Board that he has talked to Alayne and Nick from Library Strategies. They are all working on getting updated with where things are at as of right now and want to get together at some point. Bruce adds that it helps having today's meeting in the basement, as there are a lot of possibilities down here. He continues that he and Rich in the Maintenance Department have talked about the asbestos tiles, as some of the tiles are broken and are coming up. Bruce voices that while we haven't moved any further and probably have gone a few steps back, that things will get kicked off again. Peg Faber voiced that she is concerned about what can be done with the building, as we have to follow guidelines with a historical building, the disability guidelines and having children in the basement. Bob Paplow expresses to the board that is what the architect is for. Bob continues that the biggest thing is to get everybody on one page of what we want; do some preliminary drawings, see if those work out to code. Then get the architect involved to finalize blue prints so that everyone knows what will happen. Bob expresses that when he applied to become a County Commissioner, he was hearing people say that they wanted a new library building but the reason why they wanted a new building wasn't given, in his opinion. He adds that it's hard to please the public if they don't know all of the information. Bruce wraps up the discussion saying that he will have more information at the next meeting and that things will move at a pace where everyone is informed and that we won't get ahead of ourselves.

### **Library Board Vacancies – Update**

- Bruce Heitkamp updates that admin. was provided with a list of names and they are looking into the districts of where those people are from. He's hoping to reach out to those folks from the districts that Mary and Charlene were in. He continues that they probably won't get through this by the County Board meeting on January 18<sup>th</sup> but hopefully by the February 1<sup>st</sup> meeting.

## **New Business:**

### **Introduction of Plum Creek Director, Elizabeth Hoffman**

- Introductions were done at the beginning of the meeting. Peg Faber thanks Elizabeth Hoffman for being here and Elizabeth voices that she appreciates being invited.

### **Library Director Position**

- Bruce Heitkamp updates the Board that we are looking to a new future with a new director, as we parted ways with the past director and we wish him well. He continues that they are in the process of looking at the job description that they have and who they're looking to fill that role. The vacancy notice isn't out; this is an opportunity to see what the starting point is again. Bruce expresses that he has a wish list in regards to getting something to where we can have a wide degree of possibilities and a good applicant pool. Bruce opens this up for discussion – some of the minimum qualifications are a Bachelor's degree in Library Science and a minimum of 5 years of library experience. Elizabeth Hoffman speaks up that she comes from an education field and that Bachelor degrees of Library Science are very rare. She adds that some libraries in South Dakota are or were looking for Library Directors, such as Aberdeen, Huron and Madison; it might help to look at what they're asking of in their job descriptions. She adds that most Library Directors have a Masters of Library Science. Bob Paplow adds that his personal feeling is that it would be nice to have a good pool to pick from and to interview. Peg Faber adds that a Liberal Arts degree would have a wide range of knowledge as well and might be a good place to start too. Bruce Heitkamp expresses that this is the 4<sup>th</sup> hire in just a few years and that his concern is getting an applicant pool where they can get a good fit for continuity to the staff and library. Pete Navara questions if the five years of experience is a little restrictive? Staff member Laurie Ebbers voices that it's good to have at least five years of library experience and hopefully with supervisory experience too. Elizabeth Hoffman agrees that five years of library experience seems reasonable to her as well as experience with management. Bruce Heitkamp says that they will continue to look at that. He is hoping by the end of next week to have the vacancy notice out, if not this week.

- **Election of New Library Board Officers**

- The board will elect new officers at next month's meeting.

- **Donation**

- Bruce Heitkamp tells the board that Mark and Marcia Shepherd donated their yearly \$200.00. The board would like Office Support, Marci Moshier, to send a thank you now and at next month's meeting this donation will officially be accepted.

***Other:***

- **Book Club Contacts – Update**

- The sign that was posted around the libraries, Facebook and website was included in the board packet.

***Upcoming Events:***

- Winter Reading Program – Adrian & Worthington – January 3<sup>rd</sup> through March 31<sup>st</sup> – about 70 have signed up in Worthington so far.
- January 27<sup>th</sup> at 6:30 p.m. in Worthington:
  - Author Kate Towle – “Sweet Burden of Crossing” book talk/discussion
- March 3<sup>rd</sup> at 6:30 p.m. in Worthington:
  - Author Allen Eskens – book discussion

**Adjournment**

Bruce Heitkamp addresses Pete Navara and voices that going forward he hopes they can foster new relationships and everybody can get the answers they need. Bruce would like Pete and the Friends of the Library to know that we appreciate them and their support that has been given throughout the years and would like them to call any time they have questions. Andrea Duarte Alonso and Peg Faber express that they appreciate having Pete there today. Bruce Heitkamp also thanks the staff again. He stops in 2-3 times a week but very little needs to be done as everybody knows their positions. Peg Faber voices again that they've often said the staff is our best asset.

***Next Meeting:*** Monday, February 14, 2022 at 4:00 p.m. in the library's basement.

Respectfully submitted, Marci Moshier, Office Support