

Minutes
Nobles County Library Board
Monday, February 14, 2022

- **The following board members were in attendance:** Kathy Craun, Jensine Kinser, Andrea Duarte Alonso, Katie Kouba, Peg Faber and County Commissioner Bob Paplow
- **Absent:** None.
- **Present library staff:** Office Support Marci Moshier
- **Others present:** County Administrator Bruce Heitkamp and Julie Buntjer from The Globe

Call to Order:

Peg Faber called the meeting at 4:01 p.m.

Additions to Agenda:

None.

Public Comment:

None.

Approval of Minutes:

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

M/S/P: Paplow/Duarte Alonso

The board reviewed the minutes from the January 10, 2022 board meeting.

M/S/P: Duarte Alonso/Paplow

Reports:

Financial:

The board reviewed the financial reports from December 2021.

M/S/P: Duarte Alonso/Craun

The board reviewed the financial reports from January 2022.

M/S/P: Duarte Alonso/Craun

Claims:

The board reviewed December 2021 claims.

M/S/P: Craun/Paplow

The board reviewed January 2022 claims.

M/S/P: Duarte Alonso/Craun

Circulation:

The board reviewed the circulation reports for December 2021 and January 2022. Kathy Craun explained to the new board members what some of the statistics mean. She also explains the basics of staff pulling the items to be sent in delivery to other libraries, book sales and some Plum Creek processes.

PCLS Report:

- Bruce Heitkamp voices that he was on vacation for last week's Plum Creek Advisory Council meeting but that Circulation and Technical Services Coordinator, Laurie Ebbers, attended via Zoom. Plum Creek is aware that during the 2022 legislative session that there is a possibility of getting some money. Plum Creek is encouraging counties, if they have improvements such as the Nobles County Library does, that at least an earmark is made that we have projects. The Federal Capital Projects Fund provides \$10 billion for states and tribes to support long-term recovery from the Covid -19 pandemic and \$110 million isn't earmarked yet. Bruce continues that talking to your city or

County Administrators to confirm they're familiar with the Capital Projects Fund, Reach out to the State Library Services to let her know we have a project that is pending and reaching out to state representatives to convey the need for libraries to receive some of this funding. (Capital Projects Fund sheet was included in the Board packet)

- Bruce continues that the County received \$2.1 million dollars last June and will receive that same amount this June, but that it hasn't been divvied out yet. They have received requests for more than \$20 million, with Lewis & Clark Regional Water System and Lincoln-Pipestone Rural Water System asking for some of the money. There are also sanitary sewer projects for Leota and Reading that have requests in.
- Kathy Craun voices that we haven't really had a plan, as far as a drawing, since former Library Director Julie Wellnitz was here and she believes that the state pot can be divided up to anybody as far as she understands. Bruce voices that the County has not earmarked their projects yet but plans to address this at next week's County Commissioner Work Session and he will mention the library. Kathy continues that some of these things could use this money to help recover from Covid and adds that the library was really hurt by Covid. The library couldn't have programs, couldn't purchase certain things and the library services were really hit. Peg Faber voices that the library serves the whole County.
- County Commissioner Bob Paplow interjects that he and the other County Commissioners have to look at the money they've been given and figure out how to divvy it out, but that some people want \$5 million and they have to categorize where they will put that money and where it will be well spent. Kathy responds that talking to this group here that this is something that has been set back because of that. She continues that the library is in the County and look at the condition compared to what other communities have done – it's pathetic that the County hasn't taken some kind of responsibility for improving this library for several years. Peg offers that we finally have some space to work with now. Kathy continues that it is a place to start now; what the studies have found in the past the County has spent a lot of money on, but it hasn't gotten anywhere and it's pathetic.

Old Business:

▪ Wowbrary – Update

- Office Support, Marci Moshier, updates the Board that included in the packet are examples of the Wowbrary newsletter. There is an e-mail version emailed weekly to those patrons that have signed up for it. Adult Services Librarian, Daniel Mick, also puts together a paper version for those that don't have e-mail or don't want to sign up with their e-mail. Peg Faber asks if Adrian is included in this, especially the paper version? Marci replies that she believes they are but she will verify with Daniel.

▪ Library Strategies – Update

- Bruce Heitkamp updates the Board that he had the opportunity to have a Zoom meeting with Alayne and Nick about three weeks ago. Bruce explains to the new members that after the WELL Project didn't go through, the library started the process of looking and working with Library Strategies, who offered various services. Bruce continues that they're ready to meet with staff again to get input and to start collecting data at a local level with our library groups. He explains that there are five goals:
 - Goal 1: Improve Current Facilities and Expand Access For All
 - Goal 2: Analyze Collections & Services for Relevancy & Effectiveness
 - Goal 3: Increase Cross-Cultural Programming & Events
 - Goal 4: Develop Strong Collaborations With City and County Partners
 - Goal 5: Expand Marketing to Raise Visibility of What the Library Offers
- Bruce adds that we took 2-3 steps back after the Library Director vacancy and that he doesn't intend on waiting but he does want the new Library Director to be involved too. Bruce asks the board – what role do you want as a Board? Kathy Craun would like to clarify that these five goals are not ranked but the point we were at was to take each goal and look at it. Nick and Alayne were going to help us with the next step to implement this plan and who the people are that need to be involved in each goal. Bruce adds that three months ago this Program Room we're meeting in wasn't available for us but now we have this as a new resource and updates are needed. They're not challenges but are opportunities. Andrea Duarte Alonso speaks that the space needs to be welcoming and inviting; we're not doing a good job of what the library is meant to be with the physical space. The shelves and other things make the library look very 'old-school'. She continues that Nick from Library Strategies could see the shelves changing and just that one aspect would change people's view of our space. Bruce adds that the staff knows what is needed and there are people locally that could help, from Rich in Maintenance to Bob Paplow with his expertise. Bob agrees and adds

that he has stopped and talked to the ladies at the front desk in the library about what could be changed and he agrees that the library is kind of blah; people should feel more welcome. Kathy Craun agrees with all of this but voices that those are band aid approaches that could be done tomorrow – is that where we want to spend our resources? Kathy continues that for the WELL Project the architect was one that specialized in libraries and that we need that library expertise. Peg Faber points out the Adrian Library and how the way it is now feels nice and Bob agrees, the Adrian library is inviting, able to function better and looks nice.

▪ **Library Director Position - Update**

- Bruce Heitkamp updates that the vacancy is out on the County website and he adds that there has been one application so far. They did change the education qualifications by expanding the fields, as they are trying to get a large group of people that could apply. He adds that they'll run interviews to find the right person and the position will be open until filled.

▪ **Donations**

- Bruce Heitkamp tells the Board that there are three donations:
 - From last month's meeting – Mark and Marcia Shepherd donated \$200.00. A thank you was sent as requested but needed approval at this meeting, as there wasn't a quorum last month.
 - *BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the donation of \$200.00 from Mark and Marcia Shepherd, and further, 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 February 14, 2022.*
 - M/S/P: Paplow/Craun
 - Denny and Jean Meester donated a \$250.00 pre-paid gift card for children's activities/supplies. A thank you was sent once the card was used up, as requested by the Meesters.
 - *BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the donation of the \$250.00 pre-paid gift card from Denny and Jean Meester, and further, 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 February 14, 2022.*
 - M/S/P: Craun/Paplow
 - Mary Voda donated \$100.00 in memory of her daughter, Ann Neylon.
 - *BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the donation of \$100.00 from Mary Voda, and further, 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 February 14, 2022.*
 - M/S/P: Craun/Kinser

New Business:

▪ **Introduction and Welcome to New Library Board Members**

- Introductions were made before the meeting. The Board welcomes new members, Katie Kouba and Jensine Kinser.

▪ **Election of New Library Board Officers**

- Peg Faber asks for nominations for Library Board President. Kathy Craun nominates Peg Faber with a second by Andrea Duarte Alonso. All in favor – none opposed.
- Peg Faber asks for nominations for Library Board Secretary. Andrea Duarte Alonso nominates Kathy Craun with a second by Peg Faber. All in favor – none opposed.
- It is discussed that at the next review of the By-Laws (July 2023) the Board may possibly re-name the Secretary to Vice President, as Office Support Marci Moshier acts as secretary at the meetings. Office Support, Marci Moshier, will make note of this for next year.

▪ **Grant from Avera for Mobile Kitchen**

- Bruce Heitkamp explains that there is a possibility for new programs that are food/nutrition related by purchasing a mobile kitchen through an Avera Grant. Staff member Daniel Mick started researching possibilities and Laurie Ebbers mentioned that the library in Aberdeen, SD had done this with the assistance of an Avera Grant. Bruce adds that this could also be a platform to host Avera programs too. Britney Leinen, Avera's Public Relations Coordinator, is on board and suggested the grant paperwork be filled out and submitted before April 1st, as that is when their fiscal

year ends. Bruce asks if the board would like to pursue this grant? County Commissioner Bob Paplow asks who is liable if someone get food poisoning, would it be the County? Bruce replies that there are people in the County that could help get answers, whether it's Michele Ebbers or Claire Henning. Kathy Craun voices that the staff could fill out the grant application and if we get the grant, then figure out who would be liable. Jensine Kinser asks if the staff is interested in this and Bruce replies yes. Andrea Duarte Alonso agrees that if the grant money is granted then we could address the liability. Bob Paplow makes a motion to have the staff fill out the grant, on subject that it doesn't interfere with the health inspector. Jensine Kinser seconds the motion. All in favor – none opposed.

▪ **Possible Funding – Capital Projects Fund**

- Bruce Heitkamp voices that this was talked about earlier in the meeting, under the Plum Creek section.

▪ **Library Employee Retirement**

- Bruce Heitkamp announces that Nancy Flynn is retiring on the 25th of this month. He adds that one of the front desk positions will need to be filled. The board expresses that they're sad to see Nancy go but wishes her well in her retirement. Bruce adds that there is a possibility, if Nancy is interested, that she could work as a fill in when necessary but this would have to be 30 days after her retirement. This is still in the works.

Other:

▪ **January 27th – author Kate Towle - results from program**

- Office Support, Marci Moshier, tells the board that there were seven people that attended this program. Kathy Craun adds that it was a very small crowd and was different than she thought it would be, but it was a good program.

Upcoming Events:

▪ **Winter Reading Program – Adrian & Worthington – January 3rd through March 31st**

- Bruce Heitkamp updates the board that in Worthington 114 people have signed up and 9 cards have been completed. In Adrian 55 people have signed up and 11 cards have been completed.

▪ **March 3rd at 6:30 p.m. in Worthington: Author Allen Eskens – book discussion**

Adjournment

Peg Faber adjourns the meeting at 5:34 p.m.

M/S/P: Craun/Duarte Alonso

Next Meeting: Monday, March 14, 2022 at 4:00 p.m. in the library's Program Room.

Respectfully submitted, Marci Moshier, Office Support