

**Minutes**  
**Nobles County Library Board**  
**Monday, March 14, 2022**

- **The following board members were in attendance:** Andrea Duarte Alonso, Peg Faber, Jensine Kinser and Katie Kouba
- **Absent:** Kathy Craun and County Commissioner Bob Paplow
- **Present library staff:** Office Support Marci Moshier
- **Others present:** County Administrator Bruce Heitkamp, Kari Lucin from The Globe and Pete Navara from Friends of the Library

***Call to Order:***

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

***Additions to Agenda:***

None.

***Public Comment:***

None.

***Approval of Minutes:***

The board reviewed the minutes from the February 14, 2022 meeting. Andrea Duarte Alonso would like to clarify her sentence during the Library Strategies discussion - she didn't mean her comment to be negative about what the library is meant to be. She meant the space needs to be welcoming and inviting; we aren't doing a good job of what the library is meant to be with the physical space. Minutes approved pending editing this sentence.

M/S/P: Kouba/Duarte Alonso

***Reports:***

**Financial:**

The board reviewed the financial reports from February 2022, as well as the quarterly reports of Adrian and Worthington's donations.

M/S/P: Kinser/Duarte Alonso

**Claims:**

The board reviewed the February 2022 claims. Jensine Kinser questioned why Adrian's 'Digital Materials' were way less than Worthington's and Andrea Duarte Alonso questioned what 'Digital Materials' included? Marci Moshier will report back to the board more details on why Adrian's is less money and more details on what the 'Digital Materials' include. Claims approved pending those two questions.

M/S/P: Duarte Alonso/Kouba

Note: Marci Moshier e-mailed the board the next day:

- 1.) Digital Materials – these are the online services on our website that are available to the public. On our website, it is listed as the Digital Library. It has services such as NovellList Plus, Scholastic, Elm, etc.
- 2.) Adrian – most likely less money for them as they are the branch library. This is typical with large bills, the Worthington library covers more.

**Circulation:**

The board reviewed the circulation reports for February 2022.

**PCLS Report:**

Bruce Heitkamp wasn't able to attend this meeting. Circulation and Technical Services Coordinator Laurie Ebbers went to the meeting but wasn't able to attend today's board meeting.

***Old Business:***

- **Library Strategies – Update**

- Bruce Heitkamp passes out a version of the Library Strategies Implementation Plan. He copied and pasted this document to narrow it down to a Quarter 1 and Quarter 2 Work Plan for now. Bruce reminds the board of the five goals again:
  - 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
- He explains that this handout will break it down into what we need to work on the next two quarters, which takes us into July. Bruce continues that we're trying not to get too far ahead before getting a new Library Director, but they will be able to jump on board. This handout is what we can be looking at – responsibilities, time frames, resources needed, outcome and measurements.
- Bruce would like to get the library staff together for a meeting and comments that the staff has been asking about a meeting as well. He would like to sit down at the staff meeting to go over this handout and tackle these things in little bites. Peg Faber agrees that she would rather have it in little snippets too, then it isn't as overwhelming. Katie Kouba asks if Bruce is planning to hear from the staff what their thoughts are on this and Bruce says yes. He continues that the staff know their areas and might know some of these answers, then we can talk about it. Bruce adds that we'll be going through an exploratory phase to figure things out and that's exciting.
- **Library Director Position - Update**
  - Peg Faber tells the board that four people applied for the Library Director position. Those four were interviewed; three via zoom and one face-to-face. Out of the four, they narrowed it down to two that they thought would work with our library. Peg continues that this morning they interviewed both of those people and made a decision on who they thought would be the best. Bruce adds that these folks don't live close enough that they could make an immediate decision, but they are hoping to hear back from them soon.
- **Capital Projects Fund – Update**
  - Bruce Heitkamp explains that nothing has been done with that fund. He continues that this is more of a Plum Creek or statewide ask and not a specific Nobles County ask.

### ***New Business:***

- **Employee Update – Circulation Assistant (3/5 Time)**
  - Bruce Heitkamp states that with Nancy Flynn retiring, there is an opening for this other position. Applications have been coming in and they will do interviews as soon as they can. He adds that a couple of the staff members are expected to be gone coming up and we'll need to get this position hired very soon. Bruce also adds that retired employees may be asked if they would like to come back and pick up hours here and there, but no communication can be done with those employees at this point.

### ***Other:***

- **March 3<sup>rd</sup> – Allen Eskens – Results from Program**
  - Bruce Heitkamp updates the board that 34 people attended this program. He adds that these people like to come and sell their books, but it often requires a program to do so, it's not just selling the books. Peg Faber adds that the people attending aren't pressured to buy the book then and Bruce agrees.

### ***Upcoming Events:***

- **Winter Reading Program – Adrian & Worthington – January 3<sup>rd</sup> through March 31<sup>st</sup>**
  - Bruce Heitkamp updates the board that in Worthington 117 people have signed up and 54 cards have been completed. In Adrian 55 people have signed up and 24 cards have been completed.

### ***Adjournment***

Peg Faber adjourns the meeting at 4:46 p.m.

M/S/P: Duarte Alonso/Kinser

### ***Next Meeting:***

Monday, April 11, 2022 at 4:00 p.m. in the library's Program Room.

Respectfully submitted, Marci Moshier, Office Support