

**Minutes**  
**Nobles County Library Board**  
**Monday, December 12, 2022**

- **The following board members were in attendance:** Peg Faber, Kathy Craun, John Stewart, Jennie Kinser, Katie Kouba and County Commissioner Bob Paplow
- **Absent:** None.
- **Present library staff:** Library Director Beth Sorenson and Office Support Marci Moshier
- **Others present:** Kari Lucin (The Globe), Pete Navara (Friends of the Library) and Bruce Heitkamp (County Administrator)

***Call to Order:***

Peg Faber called the meeting to order at 4:04 p.m.

***Additions to Agenda:***

None.

M/S/P: Kouba/Craun

***Public Comment:***

None.

***Approval of Minutes:***

The board reviewed the minutes from the November 14, 2022 meeting.

M/S/P: Stewart/Kouba

**Reports:**

**Financial:**

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

M/S/P: Craun/Kinser

**Claims:**

The board reviewed the claims from November 2022.

M/S/P: Craun/Stewart

**Circulation:**

The Board reviewed the circulation reports from November 2022.

**PCLS Report:**

Kathy Craun updates the Board that the next meeting is this Wednesday. There is discussion that two Library Board Members will need to represent on the Plum Creek Governing Board, starting in January. Katie Kouba volunteers to be one of the representatives; a second member will need to volunteer or be nominated.

**Old Business:**

▪ **Strategic Plan – Update**

- Beth Sorenson informs the Board that she has made adjustments and additions to Bruce Heitkamp's Excel spreadsheet of the Implementation Plan. Some things have been completed, such as the Collection Development Policy and the Request for Review Policy. Beth continues that she would like to possibly do a staff development day with the staff and invite speakers in or do training.

- **Schedule a Work Session to Form Committee & Library Tour**
  - Beth Sorenson has included a paper in the packet of what she thought this committee would have for goals, needs and tasks. Kathy Craun reminds the Board that only two Library Board members should be on the committee, so the Open Meeting Law isn't violated. Beth would like to decide on a date and list of people that should be invited; more of an exploratory meeting. It's discussed to possibly contact people that helped with the Community Survey. Discussion about having a Library Board Work Session, rather than an exploratory meeting. The Work Session will be on Friday, January 6<sup>th</sup> at 4:00 p.m. and will start with a tour of the library, then go into the Work Session. Beth adds that a lady was doing ergonomic reviews on County employees workstations and after talking with her, she was willing to go around the library building and show where we're not compliant or where there are hazard-type things. Beth would like a board member to be present when that tour takes place, the Board agrees, and Beth will keep the Board posted of when that will take place.
- **Patron Code of Conduct Policy**
  - The Board discussed this policy last month. There was a suggestion to prioritize the rules and this is agreed upon. John Stewart makes a motion to approve the Patron Code of Conduct Policy, pending the staff's prioritizing. Second by Katie Kouba. All in favor, none opposed.
- **Protection of Library Property Statute**
  - Beth Sorenson explains that the information in the packet explaining the overdues and sending patrons to court was informational. She was contacted by County Attorney, Joe Sanow, around two months ago saying he didn't have the time or staff to do the library cases anymore. Beth continues that there are collection agencies that could be checked into; one agency would charge \$10.00 per case that would be billed to the library but then that would go onto the patron fees. She adds that you have to have at least five a month but we may not have that many. The Board encourages Beth to still talk to that collection agency, explaining sometimes it may be five cases and sometimes it may not, and see what they say. Beth will contact the agency.
- **Updated 2023 Policy Review Schedule**
  - Beth Sorenson explains that the policy schedule included in the packet is informational. The Board agrees that it looks like a good schedule to follow for 2023.

### **New Business:**

- **County Plans for the Library**
  - Beth Sorenson asks Bruce Heitkamp and Bob Paplow to update the Board. Bruce explains that he and Bob are both fairly new to working for the County and that they have heard some of the library history from other people. Bob adds that he has heard about two studies being done for the library. Kathy Craun briefly runs through the main points of the library's 20+ years of history of trying to get a new library or update the current building, as well as how the last four Library Director's each have worked very hard during their time with the library, with no results. Bruce Heitkamp explains that he met with Beth Sorenson, Bob Paplow and Gene Metz before today's Library Board meeting and had conversations about what was done before and where things are at now, as well as what this building could do for us. Kathy reminds him that with the WELL Project, there were many meetings with the community and staff; the Space Study was used and a Library Architect was here in the building meeting with staff and we need to use that information.
- **2023 Library Board Meeting Dates**
  - Included in the board packet is next year's Library Board meeting dates.
- **2023 Proposed Saturdays near Holidays to Close**
  - Included in the board packet is a list of Saturdays near holidays that the library typically is closed. Holidays include: Memorial Day, Labor Day, Worthington Turkey Day, Veteran's Day, Thanksgiving (and closing at 5 pm the day before Thanksgiving), Christmas and New Year's Day.
  - John Stewart moves to approve the list all in one as presented. Second by Jennie Kinser. All in favor, none opposed.
- **Library Board Member Vacancy (District 3)**
  - Beth Sorenson reminds the Board that with Kathy Craun's term being done at the end of the month, Jennie will cover District 5 and we will need a new board member from District 3. After the first of the year we will advertise on Facebook and our website.

▪ **December 23<sup>rd</sup> – Business Hours**

- Beth Sorenson asks the Board if the library could be allowed to close early on Friday, December 23<sup>rd</sup>. Katie Kouba makes a motion to allow the Library Director, at her discretion, to choose when to close on December 23<sup>rd</sup>. Second by John Stewart. All in favor, none opposed.

***Other:***

▪ **Results:**

- Turkey Bingo = 42
- Drop-in-Craft = 28 adults and 21 kids

***Upcoming Events:***

- Jewelry Making with Myra – December 21<sup>st</sup> at 5:30 p.m.
- Mary Yungeberg – author – January 18<sup>th</sup> from 6:00 – 8:00 p.m.
- C.K.Van Dam – author – January 25<sup>th</sup> from 5:00 – 7:00 p.m.

***Adjournment***

Kathy Craun thanks the Library Board and voices that it has been a very rewarding experience for her. She adds that the staff is wonderful and always open to questions or just saying hi. She encourage the Library Board to keep moving forward. Bob Paplow adds that hopefully something will happen in the next two years; that's his goal.

Kathy Craun adjourns the meeting at 5:22 p.m.

M/S/P: Stewart/Kinser

***Next Meeting:***

Monday, January 9, 2023 at 4:00 p.m. in the library's Conference Room.

Respectfully submitted, Marci Moshier, Office Support