

Minutes
Nobles County Library Board
Monday, June 12, 2023

- **The following board members were in attendance:** Peg Faber, John Stewart, Bridget Harberts, Katie Kouba, Jennie Kinser 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)

Call to Order:

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

Additions to Agenda:

None.

M/S/P: Stewart/Kouba

Public Comment:

None.

Approval of Minutes:

The board reviewed the minutes from the April 2023 meeting.

M/S/P: Kouba/Kinser

The board reviewed the document stating the May 2023 meeting had been cancelled.

Reports:

Financial:

The board reviewed the financial reports from April 2023.

M/S/P: Stewart/Kouba

The board reviewed the financial reports from May 2023.

M/S/P: Stewart/Kouba

Claims:

The board reviewed the claims from April 2023.

M/S/P: Kouba/Stewart

The board reviewed the claims from May 2023.

M/S/P: Harberts/Stewart

Circulation:

The board reviewed the circulation reports from April and May 2023.

PCLS Report:

Katie Kouba comments that Plum Creek is working on the mission vision. They are working on verbiage and moving forward with goals to set.

Old Business:

▪ **Library Remodel - Update**

- Beth Sorenson updates the board that the initial plans were presented on May 31st and the staff and board reviewed them. Koch Hazard is going to bring the updated drawings to the next meeting on June 20th.

- **Law Library – Update**
 - Beth Sorenson explains that there has been discussion with the Law Library but no decisions have been made yet. The Law Library was asking for space to rent and would have two dedicated computers here with their sites. Beth adds that the library staff wouldn't help the people using those computers, they would have to navigate the sites themselves.
- **Plum Creek Governing Board – Second Board Member Needed**
 - A second board member was still needed to be on the Plum Creek Governing Board. Bridget Harberts volunteers to be the second member, as long as she can attend virtually. Beth Sorenson will let Elizabeth Hoffman, the Plum Creek Library Director, know this.

New Business:

- **Collaboration with Public Health – Story Stroll**
 - Beth Sorenson explains that Public Health received a grant and are planning to put a story stroll up around Lake Okabena. Public Health asked Beth if the library would be willing to participate by helping switch the stories out, but Beth wasn't sure how many times a year they would change the story. There is discussion that the library staff may help with it but they're already stretched thin and there's concern of how long it would take to switch the stories. The Friends of the Library are mentioned then, as a good organization to switch the stories.
- **Circulation Policy**
 - Beth Sorenson updates the board that this is a new policy; basically this is what the library staff does every day, but now if a patron questions it, it is written down. Beth adds that new DVDs are considered new for three months and can be checked out for one week. The other DVDs were extended to a two-week checkout. Hotspots are briefly discussed as they are heavily used and we are getting one or two more soon from Plum Creek.
 - Policy is reviewed. Motion made to accept the Circulation Policy. M/S/P: Stewart/Kouba
- **Public Relations Policy**
 - Beth Sorenson explains that this policy doesn't include social media and that she is going to create a Social Media Policy.
 - Policy is reviewed. Motion made to accept the Public Relations Policy. M/S/P: Stewart/Kouba
- **Volunteer Policy**
 - Policy is reviewed. Motion made to accept the Volunteer Policy. M/S/P: Stewart/Kouba
- **Record Retention Policy**
 - Beth Sorenson explains to the board that this also is a new policy. It explains about the documents for the board meetings and financial documents that need to be retained. Once again, it is what we're doing but now it's written down of what we're doing and why, following the State's policy.
 - Policy is reviewed. Motion made to accept the Record Retention Policy. M/S/P: Harberts/Kouba

Other:

- **Program Results:**
 - Spring Book Sale = \$575.20, Skally Line = 18 adults + 2 kids = 22, Mary Yungeberg = 1, Spring Door Hanger Craft = 23 adults + 2 kids = 25, Doug Ohman = 11, Board Game Night = 5 and Jolly Pops (all ages program for Summer Reading Program) = 97
- **Upcoming Events:**
 - Adult Programs - Worthington:
 - June 14th _____ Carol Blackford (author) – 5:30 to 7:30 p.m.
 - ~~June 20th _____ Paper Plains (make paper from invasive plants) – 2:00 to 5:00 p.m.~~
 - cancelled
 - June 21st _____ Adrian Lee – Worthington Cemetery – 6:00 to 8:00 p.m.
 - June 27th _____ Yoga with Melissa Ahlschlager – 10:00 to 10:45 a.m.
 - June 27th _____ Frank Weber (author/forensic psychologist) – 4:00 to 7:00 p.m.
 - ~~July 11th _____ Joyce Kaatz (author) – 1:00 to 2:00 p.m. – date/time has changed now~~
 - cancelled
 - July 19th _____ Understanding Alzheimer's and Dementia – 6:00 to 7:00 p.m.
 - Youth Summer Reading Programs - Worthington:
(June 13th – August 9th)
 - Tuesdays _____ Teens (Grades 6-12) – 1:00 to 3:00 p.m.
 - Wednesdays _____ Story Time (Preschool – Kindergarten) – 10:00 to 11:00 a.m.

- Wednesdays _____ 1st - 3rd Grade – 1:00 to 2:30 p.m.
- Thursdays _____ 4th & 5th Grade – 1:00 to 2:30 p.m.
- Special Programs for all ages throughout the summer!

- Youth Summer Reading Programs - Adrian:

- (June 7th – August 30th)
- Wednesdays _____ Story Time – 12:10 to 12:50 p.m.
 - Wednesdays _____ Arts & Activities – 1:00 p.m. to 2:00 p.m.
 - Special Programs for all ages throughout the summer!

Adjournment

Peg Faber adjourns the meeting 4:45 p.m.

M/S/P: Stewart/Kinser

Next Meeting:

Monday, July 17, 2023 at 4:00 p.m. in the library's Conference Room #2.

(a week later than usual – previously approved by the board)

Respectfully submitted, Marci Moshier, Office Support