

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Library Board Meeting
Waconia Library and virtual MS Teams
March 14, 2023 at 4:30 p.m.

Call to Order: *Charles Teh* called the meeting to order at 4:32 p.m. A quorum was met.

Board Members Present: Alan Krueger ; Charles Teh ; Jan Melchert ; Frank Foss ; and Tenley Rutledge.

Library Staff Present: Jodi Edstrom (Interim Director and CH Branch Manager) ; Patrick Jones (CN/VC Branch Manager) ; Paul Ericsson (NYA, WT, WAC Branch Manager) ; Heather Wiegand (attended virtual, Collection Team)

County Staff & Officials: Matt Udermann, County Commissioner

Not attending: Gwen Kuhrt ; Nick Koktavý, Assistant County Administrator ;

Guest: Jim Weygand

Approval of Agenda:

- *Alan Krueger / Frank Foss* moved to approve the agenda of the March 14, 2023 Library Board meeting. Motion approved unanimously.

Approval of Minutes of Meeting:

- *Jan Melchert / Alan Krueger* moved to approve the minutes of the February 14, 2023 Library Board meeting. Motion approved unanimously.

Public Comment / Introduction of Visitors:

- No public comment.

Action Items

- None

Unfinished and New Business

- Library Legislative Day update
 - *Jodi Edstrom* reviewed the Carver County Library attendance at Library Legislative Day
 - Held at the State Capitol on Tuesday Feb. 28
 - Morning sessions went well - "A Library lovefest"
 - Potential for increase to RLBSS
 - Afternoon session visit with Senator Coleman. One of her many positive comments included the digital books and digital audiobook collections
 - Education bill and Chaska building
 - Role in homeschooling

- Request for Reconsideration form
 - Patrick Jones presented background on the policy. Noted that our form that patrons may use needed updating to include email address and other edits
 - Form was reviewed by Collection Team staff and revisions proposed
 - Note that the Library Board is the final arbiter on any request for reconsideration
 - Discussion of patterns in other libraries and school districts
 - Question: Is there a reply form?
Answer: Not at this time and other mechanisms would be used to report back. Staff will do more research on this question about how a reply would be formulated.
 - Question: Are children restricted from the adult sections of the library?
Answer: No. The responsibility for use of the library rests with the parents
 - Follow up above noted

Administrative Reports

- Team Updates – Collection Team – *Heather Wiegand*
 - *Heather* became Chair of the Collection Team this year. She has worked in the Carver County Library for 6 years.
 - See written report that was provided in the Board packet
 - Spoken presentation at meeting included updates
 - Accessibility
 - Diversity
 - Referenced pie chart in handout to illustrate use of data for decision making
 - Use of Blue Cloud analytics for analyzing collection
 - Door counts are down at some buildings
 - Statistics show uptick on use of digital collection
 - Adult materials vs. youth materials comparisons
 - Grants may also offset reductions in some collections
 - Strategic spending on additional copies to address holds/copy ratios
 - Two of eight goals additionally highlighted
 - Diversity audit for adult collection. Will same audit be used for juvenile?
 - Evaluate holds ratios and if necessary adjust spending allocations
 - Challenges
 - Shipping delays from major book vendor
 - Cost increases / inflation
 - Staffing changes that take time for new staff to be trained on collection processes
 - Also mobile hotspots to be moved to public funding from grant funding
 - Blue ray format for movies another challenge
 - Question: has collection budget increased?
Answer: No – funding has been flat for years which actually means the purchasing power is reduced after inflation
 - Question: Is collection then becoming stale?
Answer: Weeding has been active to address this issue
 - Question: What is BlueRay?
Answer: Another format for DVD's that is higher quality format

- Budget update-
 - Discussion of the 2022 year-end wrap-up that will happen later in March with payment of credit card expenses, journal entries, and formal processes for year-end
 - Rollover request was recently processed
 - Review of year to date in 2023. Budget workgroup will be meeting next week
 - Already looking ahead to 2024
 - Question about tracking Dahlke Grant projects
Answer provided about the spending on the different grants

- Library Director *Jodi Edstrom* See enclosed.
 - MS Teams implementation and migration from MS Sharepoint. Impact on staff training
 - All staff meeting follow up to “Five Star” customer service.
 - “One more thing” Not the same as upselling
 - Exceed realistic expectations
 - Analogy to “star” restaurants. What star experience do we want our patrons to experience?
 - What can we realistically do? Examples: Lobby area appearance, plexi,
 - Posting for Library Director position has ended. Discussion of next steps in process

Trustee and Commissioner Reports

- Chanhassen & Victoria
 - See written report. Comments provided by Branch Manager *Patrick Jones*
 - Review of author events this past month
 - Tails for Reading program picture
 - Black history month display
 - Question: What are upcoming author events
Answer: Also note they are livestreamed and recorded

- Chaska
 - See written report. Comments provided by Branch Manager *Jodi Edstrom*
 - Brodini Magic Show for I Love Reading month
 - Highway 41 construction project and impact on downtown businesses, especially for parking. Discussion of alternate plans for summer reading program, booksales and other services
 - Chaska Library turned 100 years with start date on Feb. 7, 1923

- Waconia, Watertown, Norwood Young America
 - See written report. Comments provided by Branch Manager *Paul Ericsson*
 - Announced Jacob “Jake” Manning was hired as Operations Supervisor and is in his 2nd week in the new position, having been promoted from Library Assistant
 - Staff are working with Operations Supervisor and Branch Manager on goal setting for 2023
 - Programming teams are finalizing plans for events during summer in order to meet deadline for inclusion in the summer event brochure. Early deadline for preparing the brochure is to provide YS staff with brochures to take to outreach in schools during May
 - Thanks to the City of Watertown for work-in-progress to install handicapped door opener at Watertown Library
 - Question and answer about building project at Waconia Branch in 2022 to repair/replace drain pipes from parking garage that is above the Library

- *Commissioner Udermann* provided a review of initiatives:
 - MELSA
 - Discussion of state funding
 - Finance committee
 - Discussion of role of St. Paul Friends working with local authors
 - “Innovation bucket”
 - Mention of presence of library in various community institutions and great outreach. Further discussion of outreach to jails and placement of books
 - Discussion of possible “Read To Me” type of initiative
- *Alan Krueger* report
 - Personal story about connection with law enforcement to illustrate importance
 - Foundation: Activity is running smoothly with thanks to Administrative Assistant Susan Blotz
 - NYA Friends meeting
 - Alan's visit to state capital
 - Chess Club meeting did not happen in February due to snow. Goal for chess tournament at Stiftungfest

Media Packet:

- The Media Packet with copies of press materials was submitted in the Board Packet.

Next Meeting: April 11, 2023 in the Longfellow Room at the Chanhassen Library

Adjournment:

- *Frank Foss / Jan Melchert* moved to adjourn the meeting at 5:47 p.m. Motion passed unanimously.

Respectfully submitted by Paul Ericsson for the Library Board Secretary