

## CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Library Board Meeting  
Chanhassen Library, Longfellow Room  
April 11, 2023 4:30 p.m.

**Call to Order:** Charles Teh called the meeting to order at 4:30 p.m. A quorum was met.

**Board Members Present:** Charles Teh, Frank Foss, Alan Krueger Gwen Kuhrt, Jan Melchert ; Tenley Rutledge

**Library Staff Present:)** ; Jodi Edstrom (Interim Library Director and CH Branch Manager) ; Patrick Jones (CN/VC Branch Manager) ; Paul Ericsson (NYA, WT, WAC Branch Manager) ;

**County Staff & Officials:** Matt Udermann, County Commissioner

**Not attending:;** Nick Koktavay, Assistant County Administrator

**Guests:** none

### Approval of Agenda:

- *Jodi Edstrom* requested to add to the agenda item 6.1 Unfinished and New Business – “Request for reconsideration process”
- *Alan Krueger / Jan Melchert* moved to approve the agenda of the April 11, 2023 Library Board meeting with addition of item 6.1. Motion approved unanimously.

### Approval of Minutes of Meeting:

- *Jan Melchert / Frank Foss* moved to approve the minutes of the March 14, 2023 Library Board meeting. Motion approved unanimously.

### Public Comment / Introduction of Visitors:

- No public comments submitted and no guests

### Action Items

- Policy review
  - Internet and Acceptable Use Policy review
  - *Patrick Jones* provided introductory comments about the proposed revisions to the policy.
  - Question: Can the internet filter be turned off on the wi-fi hotspots?  
Answer: *Patrick* will check on final answer for this question but preliminary thought is that no, due to the “one size fits all” characteristics of the hotspots, the internet filter cannot be turned on & off. *Patrick* will verify answer for the next Board meeting.
  - Clarification that users can download data to removable USB drives but that data is not saved permanently to the hard drive on Library computers
  - Typo correction to be made: Section CHILDRENS USE OF THE INTERNET on line 6 the hyphen should be removed between words **the-parent** and should read **the parent**
  - Review of location of where policy documents are posted.
  - *Jan Melchert / Frank Foss* moved to approve the proposed policy changes with amended punctuation. Motion approved unanimously.

- State annual report
  - Question: Does the Library received feedback from the public about the report?  
Answer: Typically the report is not distributed to the public so no, we do not receive comments from the public. Additional discussion about how the report is used at the State and Federal level.
  - Question: How do we determine when a registered patron has stopped using the Library?  
Answer: The Library does periodic maintenance of patron file based on expiration dates and non-usage. Additional discussion about maintenance of patron file
  - Discussion about statistics. Note that services only related to COVID have been dropping off
  - Question: Will the Library continue to offer virtual programs?  
Answer: Yes, including but not limited to technology and business classes and “Monday Funday” series for youth and families.
  - Virtual library card distribution and operational complexities reviewed by *Commissioner Udermann* with additional comments by *Tenley Rutledge*.
  - Question about the change to the Law Library statistic for “Internet Connections” (F19m and F21m) and also this statistic for other branches?  
Answer: System Administrator *Bob Lincoln* will be asked to provide analysis for next meeting.
  - Kudos to *Susan Blotz*, staff at County and many others for the preparation for this report.
  - *Frank Foss / Alan Krueger* moved to accept the report and file with the State. Motion passed unanimously.

### **Unfinished and New Business**

- Added to agenda: Review the “Request for Reconsideration” process
  - This policy was reviewed at the last Board meeting
  - *Patrick Jones* investigated the policies and processes used at other MELSA libraries, specifically regarding the follow up process for the Library Board. *Patrick* reported that he found that most other library systems in MELSA do not have a process for follow up.
  - *Patrick Jones* provided a handout with DRAFT suggestions for the Board’s process.
  - Suggestion to change length of time for public comment to 5 minutes
  - Suggestion that the Library Board review this draft document and bring feedback to next meeting.as unfinished business
  - Discussion about the Board as the “Court of last resort”
  - *Commissioner Udermann* discussed several other facets of this issue and his research into this issue
  - *Jan Melchert* provided comments and affirmation about use of professional reviews.
  - Question asked by *Tenley Rutledge* about Request for Reconsideration forms submitted by non-Carver County residents?  
Answer – Only forms submitted by Carver County residents will be addressed. Library card is not required, but residence is.
  - Discussion about DEI training and collection development
  - Amended document to be sent out for review at May meeting and possible action at June meeting

## Administrative Reports

- Budget update –
  - *Jodi Edstrom* reported on 2022 rollover was approved and wrapped up
  - 2023 budget - it is early in the year with nothing unusual to point out
  - Inflation has impacted number of books we are able to purchase due to static budget. The budget has not kept up with inflation
  - Discussion of hold/copy ratio and other variables that impact purchasing
- Library Director's report in written packet.
  - See written report
  - DEI system-wide goal
  - County change to web site domain name
  - Increase circulation
  - Discussion about charging stations
- Division Director – Nick Koktavy
  - None
  - Interviews tomorrow
- Question and discussion about autorenewal, maintaining hold lists and other new features

## Trustee and Commissioner Reports

- Chanhassen & Victoria
  - See written report.
  - Additional comments provided by Branch Manager *Patrick Jones*
  - Note about author events on printed report
  - State of Library presentations
  - Subs backfilling staff hours to work on Dahlke grants
  - Comment about seed library
- Chaska
  - See written report.
  - Additional comments provided by Branch Manager *Jodi Edstrom*
  - Women's history month
  - Busy Saturdays including activity from booksale
  - Storywalk schedule
- Norwood Young America, Waconia, Watertown
  - See written report.
  - Additional comments provided by Branch Manager *Paul Ericsson*
  - Watertown Library booksale schedule
  - State of the Library presentations
  - Note to watch for impact of cutbacks in Waconia school budget
  - Public behavior issues at the NYA Library and affirmation of role of policies
  - Question and discussion about school visit at NYA Library
  - Discussion about new chess club at the NYA Branch
  - Alan Krueger reported on the Friends of the NYA Library booksale
- MELSA
  - New Board members
  - Expanded access best practices
  - Rotation of MELSA Board meetings
- Library Foundation
  - *Alan Krueger* provided brief report
  - Checking account balance and Money Market accounts reviewed

**Media Packet:**

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

**Additional Comments**

- *Jan Melchert* distributed materials she gathered on her recent visit to the Library of Congress. She further described her visit to LC and also her visit to Senator Klobuchar's office.

**Adjournment:**

- *Frank Foss / Alan Krueger* moved to adjourn the meeting at 5:41 p.m, Motion passed unanimously.

**Next Meeting:** May 9, 2023 in person at the Watertown City Hall meeting room, down the hall from the Watertown Library in City Hall.

Respectfully submitted by Paul Ericsson for the Library Board Secretary