

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Library Board Meeting
Norwood Young America Library
June 13, 2023 at 4:30 p.m.

Call to Order: *Frank Foss* called the meeting to order at 4:31 p.m. A quorum was met.

Board Members Present: Alan Krueger ; Charles Teh (arrived 4:45) ; Jan Melchert ; Frank Foss ; Gwen Kuhrt.

Library Staff Present: Jodi Edstrom (Director and interim 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: Tenley Rutledge ; Nick Koktavay, Assistant County Administrator

Guests: Jim Weygand, Tom Simmons, Kathy LaBoone

Approval of Agenda:

- Addition of proposal for Juneteenth holiday closing.
- *Jan Melchert / Gwen Kuhrt* moved to approve the revised agenda of the Library Board meeting
- Motion approved unanimously.

Approval of Minutes of Meeting:

- *Gwen Kuhrt / Alan Krueger* moved to approve the minutes of the May 9, 2023 Library Board meeting. Motion approved unanimously.

Public Comment / Introduction of Visitors:

- *Tom Simmons* and *Kathy LaBoone* from the Friends of the NYA Library discussed concern about the condition of Library carpet and discussed other capital improvements. Discussion and questions followed:
 - What is the process for making a proposal to the city for this work?
 - Does the JPA provide guidance?
 - NYA Branch Manager *Paul Ericsson* provided some background and comments.
 - Library Director *Jodi Edstrom* provided some background and comments.
 - Additional discussion about how are capital reserves planned?
- No additional public comment.

Charles Teh arrived and assumed chairperson role at 4:45

Action Items

- Watertown Hours Pilot
 - Watertown Branch Manager *Paul Ericsson* provided additional comments and background on the proposal
 - Discussion
 - *Frank Foss / Jan Melchert* moved the proposal with the edit that the term “pilot” be removed and that the schedule become permanent starting Wednesday September 6, 2023. Motion approved unanimously.

Action Items continued

- Juneteenth
 - Library Director *Jodi Edstrom* provided background about the process at the State and County to establish the Juneteenth holiday.
 - *Frank Foss / Alan Krueger* moved to establish June 19, 2023 as the Juneteenth holiday on the Library schedule.
 - Motion approved unanimously.
- Comment by *Commissioner Udermann* for “open access” as an example of a solution to both the evening schedule at Watertown and holiday closing.

Unfinished and New Business

- Library Board By-laws review
 - *Jodi Edstrom* provided background on this item.
 - *Jan Melchert* asked a question about the role of the youth representative and inclusion in the By-laws.
 - *Jodi Edstrom* to confirm if the youth representative is a one year term or longer and also what are term start and dates considering school year.
 - Question: What is process for cancelling meeting, for example for a light agenda.
Question: How is the public notified?
Question: What is the process for pivoting from in-person to virtual meeting format?
 - Intent for the discussion at this meeting was to gather these questions in order to prepare a revised set of By-laws
 - Question: What does MELSA do regarding above questions for its meetings?
Answer: *Commissioner Udermann* provided an explanation about MELSA meetings

Administrative Reports

- Budget update-
 - *Jodi Edstrom* reported that many of the year-to-date balances are in good shape. Some items that may look out of balance may be the result of pre-pays and/or seasonal expenses
 - As 2024 is prepared one question is can the collection budget be increased?
How do we sustain popular collections such as the new wi-fi hotspot collection?
 - Discussion of how we budget for replacement for hardware and furnishings.
- Library Director *Jodi Edstrom* report is enclosed.
 - Legislative news for RLBSS and Library construction funding at State level that will be disbursed through MELSA
 - *Commissioner Udermann* provided some additional details
 - Comment by *Frank Foss* about managers that “walk-about” and affirming the item in the Director’s report regarding culture and meet & greets
 - Question about the status of the posting for new Chaska Manager?
Answer: The requisition has been approved and the position is expected to be posted soon.
 - Discussion about Dahlke grant projects.

Trustee and Commissioner Reports

- Chanhassen & Victoria
 - See written report. Comments provided by Branch Manager *Patrick Jones*
 - Friends of Victoria booksale – their first booksale event went well
 - Music in May program success
 - “What librarians are doing” page in branch report
 - Comment from *Gwen Kuhrt* regarding new chairs

Trustee and Commissioner Reports continued....

- Chaska
 - See written report. Comments provided by interim Branch Manager Jodi Edstrom
 - Positive comments on video that has been posted to social media by the downtown association to provide information about navigating the downtown while Rt 41 is under construction
 - Review of outreach programming
 - Observation that even with the significant road construction the library has been busy
- Waconia, Watertown, Norwood Young America
 - See written report. Comments provided by Branch Manager *Paul Ericsson*
- *Commissioner Udermann* provided a review of initiatives:
 - Provided additional comments regarding funds from State to MELSA and regional libraries
 - Comment about upcoming meeting on Thursday.
- *Alan Krueger* report
 - No Foundation report
 - NYA Friends booksale report included his observation about the sale of books to local parochial school libraries and follow up for end of year booksale remainders
 - His neighbor *Amy Gregg* is an author who may be interested to provide a book reading. Branch Manager *Paul Ericsson* to follow up.
 - Discussion about previously planned partnership with County Veterans Services Officer

Media Packet:

- The Media Packet with copies of press materials was submitted in the Board Packet.
 - Special mention of Victoria Gazette

Next Meeting: July 11, 2023 at the Mayer City Hall (Mayer Express Library).

Adjournment:

- *Frank Foss / Gwen Kuhrt* moved to adjourn the meeting at 5:52 p.m. Motion passed unanimously.

Respectfully submitted by *Paul Ericsson* for the Library Board Secretary