

**CARVER COUNTY LIBRARY SYSTEM**  
Minutes of the Regular Library Board Meeting  
Chaska City Council Chambers  
October 10, 2023 at 4:30 p.m.

**Call to Order:** *Charles Teh* called the meeting to order at 4:33 p.m. A quorum was met.

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

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

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

**Not attending:** Alan Krueger ; Nick Koktavy, Assistant County Administrator ;

**Guests:** Jim Weygand

**Approval of Agenda:**

- *Jan Melchert / Frank Foss* moved to approve the agenda of the October 10, 2023 Library Board meeting. Motion approved unanimously.

**Approval of Minutes of Meeting:**

- *Frank Foss / Gwen Kuhrt* moved to approve the minutes of the September 12, 2023 Library Board meeting. Motion approved unanimously.

**Public Comment / Introduction of Visitors:**

- Handout with contact us and other submissions since last meeting regarding request for reconsideration
  - *Frank Foss* comment about the process also being an affirmation about the Library staff
  - *Jim Weygand* comment commending the Library Board on the time they spent reviewing the materials related to the issue
  - *Jodi Edstrom* offered comments regarding process
  - *Gwen Kuhrt* question about process and timing for meetings
  - *Frank Foss* suggestion about a 3 step process and timing for agendas and meetings
  - *Charles Teh* suggest Director to prepare proposal about process
  - *Matt Udermann* offered that the process worked as it should and parallels County process for public comment at a Commissioner meeting
- Introduction of Kevin Spencer
  - Previous employment as a teacher and library specialist for 25 years and then as a public library branch manager.
  - Has lived in Chaska for 9 years.
  - Has also been active in Chaska family theater and knows the community
- No additional public comments on other topics.

## **Action Items**

- Establish 2024 meeting dates and locations
  - *Frank Foss / Jan Melchert* moved to approve the Library Board 2024 meeting dates and locations. Motion approved unanimously.
- Establish 2024 holiday and training schedule
  - Typographic error noted for Presidents Day
  - *Frank Foss* suggested the Library be open on some holidays with skeleton crew such as day after Thanksgiving
  - Observation offered that the holidays are either County, State or Federal.
  - Additional discussion.
  - *Gwen Kuhrt / Frank Foss* moved to approve the 2024 holiday and training schedule. Motion approved unanimously.
- Approval of Fines and Fees
  - Processing fee has recommended increase to \$3.00.
  - Question about non-resident fee \$60. What does this cover?  
Answer: This is for a non-resident card for borrowing materials. There is not a fee for use of materials and services in the Library
  - *Jan Melchert / Frank Foss* moved to approve the 2024 Fines and Fees. Motion approved unanimously.
- Extensions to the Charles Dahlke grants for Media Conversion project and the Adult Language Learning initiative.
  - Comments about process for applying for extension
  - Media Conversion – *Paul Ericsson* offered clarifications
  - Adult Language Learning – clarification document
  - Question: Do clarifications need to go to Commissioners?  
Answer: Only new proposals go to the Commissioners for approval.
  - *Charles Teh / Gwen Kuhrt* moved to approve the two extensions to the Dahlke Grants for Media Conversion project and the Adult Language Learning initiative. Motion approved unanimously.
- New Dahlke Grant project “Libros Y Mas: Spanish Language Collection and Programs for Youth”
  - *Frank Foss / Charles Teh* moved to approve the new Dahlke Grant. Motion approved unanimously.

## **Team report**

- *Paul Ericsson*, Branch Manager Liaison to the Youth Services Team, provided a presentation about the 2023 Summer Reading Program/
  - Written report distributed that included the Executive Summary, system-wide statistical report, and individual branch reports for all six branches. Samples of reading activity sheets, book review forms and bookmarks were also in the report packet.

## **Unfinished and New Business**

- Future/Potential Discussion Topics – No discussion

### **Administrative Reports**

- Budget update-
  - RFID and self check bid/renewal project
  - PEER awards
  - Public Services division award .
- Library Director *Jodi Edstrom*. See enclosed in Board packet.
- Division Director *Nick Koltavy*. No report.

### **Trustee and Commissioner Reports**

- Chanhassen & Victoria
  - See enclosed in Board packet.
  - 20<sup>th</sup> anniversary celebration
  - Picture of empty shelves that highlights successful booksale
  - “The Works” STEM program
- Chaska
  - See enclosed in Board packet.
  - Kevin as new Branch Manager.
  - New outdoor bookdrop
  - Latin Music Festival outreach
- Waconia, Watertown, Norwood Young America
  - See enclosed in Board packet.
  - Staff update with status of current open positions
  - New phone system upgrade at Waconia Library
  - Last of the nine booksales for the year at Watertown and NYA Libraries during October
- *Commissioner Udermann*. .
  - Meeting rotations at MELSA
  - Innovation funds
  - Additional funding expected to come to CCL and systems
  - Opus and Olives event fund raising event by Friends of St. Paul Public Library
  - Chaska branch schedule 2026 construction and 2027
- Library Foundation. .
  - Alan Krueger did not report as he was attending the NYA City Council meeting this evening
  - Foundation meeting scheduled on Thursday Oct. 12

### **Media Packet:**

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

### **Other comments**

- None.

### **Adjournment:**

- *Frank Foss / Jan Melchert* moved to adjourn the meeting at 5:58 p.m. Motion passed unanimously.

**Next Meeting:** The meeting will be held in the Activity Room at the Waconia Library on November 14, 2023 from 4:30-6:00 p.m.

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