

CARVER COUNTY LIBRARY SYSTEM
Minutes of the Regular Library Board Meeting
Watertown City Hall
May 14, 2024 at 4:30 p.m.

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

Board Members Present: Gwen Kuhrt ; Jan Melchert ; Dee McDonald ; Stacie Lindquist ; Charles Teh ; 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: Nick Koktavy, Assistant County Administrator.

Guests: None.

Approval of Agenda:

- *Jan Melchert / Stacie Lindquist* moved to approve the agenda of the May 14, 2024 Library Board meeting. Motion approved unanimously.

Approval of Minutes of Meeting:

- *Dee McDonald / Jan Melchert* moved to approve the minutes of the April 9, 2024 Library Board meeting. Motion approved unanimously.

Public Comment / Introduction of Visitors:

- No public comments.

Team report

- None.

Action Items

- Youth Services request for incentive prize limit. *Jan Melchert / Staci Lindquist* moved to approve the Youth Services Team recommendation for costs for incentive prizes and books up to \$50 per book or gift for the fall and winter program seasons. Motion approved unanimously.

Unfinished and New Business

- Strategic Plan Task Review
 - Explanation by *Jodi Edstrom*.
 - Highlights regarding DEI, Youth Services and Adult Services programming teams, virtual library card, safety & emergency preparedness.
 - FYI and discussion.
 - Q: What would be an example of a programs to be evaluated & impacted,
A: Examples include increase in participation at Master Gardener and HHS programs.

- Q: What is Syndetics?
A: A technology tool to highlight collection areas.
- Comment: It appears many strategic plan tasks have due dates at end of year.
A: Good point. Discussion continued on role for due dates. Affirmation of SMART goals.
- Q: Is the Library adding eBook copies to Libby when the waitlist is long?
A: Explanation of funding resources used for eBooks, holds to copies ratio management
- Comment: Summer season and issues for mental health and connecting youth to services.
- Q: Further clarification on holds ratio on eBooks (Libby) and creative strategies.
A: Role of limit of number of holds to impact turnaround time on titles with long holds lists.
A: Anoka County trial with “Lucky Day” for eBooks.
A: Other statistical analysis.
- Q: Explain more about “lease” options.
A: Details explained.
- Q: What types of statistics are generated?
A: Examples provided and further discussion of Libby system protocols.

Administrative Reports

- Budget -
 - Explanation provided regarding two accounts that appear to have overspending for year-to-date that are not actually overspent.
 - Summer Reading Program account
 - Technology special projects account
- Library Director *Jodi Edstrom*. See enclosed written report in Board packet.
 - SRP brochure, programming and outreach.
 - All-staff meeting.
 - Several tech projects that rolled out coincidentally at same time.
 - RFID.
 - Telephones.
 - Email domain.
- Division Director *Nick Koltavy* not present. No report.

Trustee and Commissioner Reports

- Chanhassen & Victoria
 - See enclosed in Board packet.
 - Booksale \$3,100 a little lower than previous sales possibly due to no local newspaper to promote, but still a good sale.
 - Additional special storytimes.
 - Remaining funds from periodical collection due to magazine titles that have gone out of print has been shifted to STEM materials.
- Chaska
 - See enclosed in Board packet.
 - Outreach to community –
 - Día del niño / Day of the child at Chaska schools over 600 attendees
 - Biking and hiking trails
 - Craft & sip
 - Superhero activities

- Waconia, Watertown, Norwood Young America
 - See enclosed in Board packet.
 - State of the Library presentations to the three western cities including Watertown this evening.
 - June 1 special library events with NYA Chamber of Commerce “Artisan Fair”.
 - Booksales at the 3 western branches. Further discussion including use of County STS community service workers and the challenge of recruiting volunteers who can do the amount of lifting required to set up and break down booksales.
 - Project to replace window treatment at library.
- *Commissioner Udermann.*
 - MELSA review
 - Meeting this week.
 - Recruitment for MELSA director.
 - Discussion of requirement for MLS degree.
 - Funding formula changes.
- Library Foundation *Jan Melchert.*
 - April 11 meeting with 7 members attending.
 - Change to banking to Hometown Bank.
 - Discussion on fund raising efforts.
 - Discussion about possibly expanding fund raising to use GoFundMe.
 - Initiative selling bookbags as promotional item highlighting the work of the Foundation.
 - Next meeting July 11 (4X/yr).
 - Other reflection on extra donations made to Friends booksales when promoted as “donations”.

Media Packet:

- The Media Packet with copies of press materials was submitted in the Board Packet.
- Discussion about loss of local newspapers and role of newspapers for accountability and role as “paper of record for County”.

Other comments

- None.

Adjournment:

- *Charles Teh / Jan Melchert* moved to adjourn the meeting at 5:36 p.m. Motion passed unanimously.

Next Meeting: The meeting will be held on June 11, 2024, from 4:30-6:00 p.m. at the Norwood Young America Library.

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