

CARVER COUNTY LIBRARY SYSTEM
Minutes of the Regular Library Board Meeting
Chanhassen Library
August 13, 2024 at 4:30 p.m.

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

Board Members Present: Jan Melchert ; Stacie Lindquist ; Charles Teh ; Dee McDonald ; 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) ; Jessica Schenk (Library Program Coordinator).

County & Officials: Matt Udermann, County Commissioner.

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

Guests: Laurie Hokkanen, Chanhassen City Manager ; Judy Harder

Approval of Agenda:

- *Charles Teh / Stacie Lindquist* moved to approve the agenda of the August 13, 2024 Library Board meeting. Motion approved unanimously.

Approval of Minutes of Meeting:

- *Stacie Lindquist / Charles Teh* moved to approve the minutes of the June 11, 2024 Library Board meeting. Motion approved unanimously.

Public Comment / Introduction of Visitors:

- *Laurie Hokkanen*, Chanhassen City Manager
 - Handouts provided
 - Chan Cinema (not the dinner theater) development project
 - Cost barriers for small business removed
 - End of 2026
 - Affirmations about Library
 - City Hall campus
 - Review of project including gathering spaces around Library
 - Farmers market
 - Community Center project
 - Q: Population
A: 27K
 - A: Was there planning for outdoors surrounding Library
A: Yes, ideas were discussed and costs evaluated
 - Comment: Affirmation about leadership
 - Q: Graduation possible at Community Center?
A: Yes
 - Discussion about restaurant possible public private partnership
 - Discussion about district 112
 - No additional public comments.

Action Items

- Dahlke Grant Board Representative
 - Date for meeting
 - Proposals from staff due 4th Friday in September to Library Director and then distributed to Dahlke Grant Board
 - History of grant explained
 - *Stacie Lindquist* volunteered. *Dee McDonald / Charles Teh* approved

Unfinished and New Business

- Board attendance at MLA Conference
 - Oct 24 & 25
 - Program schedule details not yet released
 - No CCL staff presenting this year
 - Library Board members to inform Susan Blotz if interested to attend

Administrative Reports

- Team Update – Communication – *Jessica Schenk*
 - Introduction and background
 - Building long term strategy
 - Social media role and stats continue to increase
 - Comparison shows CCL has very good engagement compared to other library systems
 - Retagging and sharing increasing
 - Reconvening Communications Team in September
 - Mindful of barriers to access and accessibility
 - Improving print communications
 - Print communications to be translated
 - Seasonal program brochure improvements
 - Canva and other tools for preparation
 - Impact of closing of local newspapers
 - Outreach events discussed
 - County Fair engagement
 - Role of partnerships
 - Bi-lingual storytimes
 - Volunteer development and aligning process with County and providing volunteers with meaningful engagement
 - Teen advisory group(s)
 - Q: Comm & Outreach committee
A: Details about composition
 - Q: How many immersion programs in Craver County
A: We think just one
 - Comments about team work and collaboration
- Budget -
 - Handout with pages that were inadvertently missing from Board packet
 - YTD budget is looking good at this point in the year
 - Fee revenue has been trending downward and is a known issue
 - Photocopy and printing revenue
 - STOC budget still is in good shape Pg. 3 Equipment and furniture budget explanation about spending plan for this line which may be used for Chaska Branch service desk

- Library Director *Jodi Edstrom*. See enclosed written report in Board packet.
 - Explanation about Director Memo to staff and Director Report to Board
 - PEER award
 - Budget request for 2025 and fine free proposal. Related impact of automatic renewals and txt msg notification
 - Budget request for 2025 for p/t to f/t FTE
 - County fee schedule with details about Media Conversion Lab project and fax fees
 - Extended access service evaluation. Discussion.
- Division Director *Nick Koktavy* not present. No report.

Trustee and Commissioner Reports

- Chanhassen & Victoria
 - See enclosed in Board packet.
 - Review of several July events that had not made it into Board packet
 - Bacon & Bloody's event donation
- Chaska
 - See enclosed in Board packet.
 - Master Gardeners
 - Cub scout pack 301 co-programming
 - History display at Community Center
 - Book club with parks
 - Chaska History Center co-program
 - Chaska booksale
- Waconia, Watertown, Norwood Young America
 - See enclosed in Board packet.
 - Communication from Carver County Attorney's Victim Witness Program regarding vandalism at Waconia building in 2023
 - "5 Star" comment at Google Review regarding customer service at Waconia
 - Teentober event series
- *Commissioner Udermann*.
 - MELSA review
 - Update on director search
 - Funding formula change that benefit CCL.
 - County budget review and update
- Library Foundation *Jan Melchert*.

Media Packet:

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

Other comments

- None.

Adjournment:

- *Charles Teh /Stacie Lindquist* moved to adjourn the meeting at 5:59 p.m. Motion passed unanimously.

Next Meeting: The meeting will be held on Tuesday Sept. 10, 2024 from 4:30-6:00 p.m. at the Oak Lake Room in the Carver County Government Center, Chaska.

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