

**CARVER COUNTY LIBRARY SYSTEM**  
Minutes of the Regular Library Board Meeting  
Cologne City Hall / Express Library  
Oct 8, 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 ; 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 Koktavay, Assistant County Administrator ; Dee McDonald.

**Guests:** Cologne City Manager - Michelle Morrison ; Jim Weygand

**Approval of Agenda:**

- *Jan Melchert / Stacie Lindquist* moved to approve the agenda of the Oct. 8, 2024 Library Board meeting. Motion approved unanimously.

**Approval of Minutes of Meeting:**

- *Stacie Lindquist / Jan Melchert* moved to approve the minutes of the Sept. 10, 2024 Library Board meeting. Motion approved unanimously.

**Public Comment / Introduction of Visitors:**

- *Michelle Morrison*, Cologne Interim City Manager
  - The position for City Administrator is vacant. Michelle was recently assigned to be Interim City Administrator. She previously was City Clerk for Cologne.
  - Home building has been growing but may need to slow down until water treatment facility can be expanded.
  - New residents receive an email with information about events and services in Cologne including information about the Cologne Express Library
  - Q: About eBooks  
A: A review of the Libby service
  - Discussion about the pace of new home building and the impact of interest rates, infrastructure such as sewer and water, wastewater treatment and other variables that impact new home building.
  - Room for about 80 more new homes – maybe 18 this next year
  - Q: Population?  
A: 2,800.
  - Q: Is there a downtown?  
A: Directions provided to historic downtown on north side of 212.
  - Q: Restaurants and/or coffee shops?  
A: Discussion
- Jim Weygand: Question about building renovation of the Chaska Library. Discussion.
- No additional public comments.

## Action Items

- Public Conduct Policy
  - *Jodi Edstrom* reviewed the background and the recent questions that have come up since the Library Board recently reviewed the policy in May 2023.
  - Discussion
  - *Jan Melchert / Stacie Lindquist* moved the revisions as proposed in the Board packet: Possession, use, or consumption of alcoholic beverages, or illegal drugs, is prohibited in accordance with State law, and Use or possession of any cannabis product, this includes but is not limited to cannabis flower, lower-potency hemp edibles, cannabis concentrate, and any product infused with cannabinoids such as THC, edible cannabis gummies, cannabis or hemp-infused beverages, and similar products be added to the policy
  - Motion approved unanimously.
- 2025 Library Board Meeting Dates
  - *Jodi Edstrom* introduced the proposed meeting schedule for 2025
  - Discussion included identifying options for reducing the number of meetings per year.
  - *Stacie Lindquist* expressed that there is a lot of information for new Board members to learn and the schedule of monthly meetings has helped her with that learning process.
  - *Gwen Kuhrt / Jan Melchert* moved the schedule, without a December meeting, as proposed in the Board packet and with the caveat that if the agenda is super-light the meeting may be cancelled. Motion approved unanimously.
- Charles Dahlke Grants
  - *Jodi Edstrom* provided a high-level overview of each proposal.
  - Four project proposals were submitted by staff.
    - Discovering More: Expanding Adult Services Offerings
    - Learning for ALL (ALL 2.0)
    - Library Expanded Access
    - Video Magic
  - *Stacie Lindquist* provided an overview of the process used by the review committee.
  - Discussion about collection fund breakdown for ALL
  - Discussion about the hardware to be used for “Video Magic” project, or “padcaster”.
  - Q: Were there other projects submitted?  
A: These four are all the submitted projects
  - Q: Can program kits be used by the public?  
A: The plan is that these kits will be used by staff for staff led programming.
  - Q: Expanded Access at the Victoria Library – how will costs be sustained after the funding Dahlke Grant period is over?  
A: Sustainability might come from County or from MELSA funding
  - Comment: Date for Victoria project to be corrected pg. 5 ... law enforcement... should be April 2025, not 2024.
  - Comment: Commissioner Udermann noted there may possibly be funding from Public Health related to Expanded Access project
  - Comment about the ALL project touching base with community partners.
  - *Jan Melchert / Charles Teh* moved the four (4) Charles Dahlke Grant Proposals for 2025 as provided in the Board packet be recommended to the County Board of Commissioners for their approval. Library Board motion approved unanimously.
  - Q: What is the status of the previously funded Media Conversion Lab?  
A: Paul Ericsson replied that the project is still on hold, pending resolution to two issues:
    - Technical problems with the compatibility of the Roxio software with the version of Windows
    - Identifying a block of time for project staff to continuously work on the roll-out
    - The hope is to have the initial stages of the project rolled out by the end of 2024.

## **Unfinished and New Business**

- Strategic Plan task review
  - Update provided and document distributed

## **Administrative Reports**

- Team Update – Summer Reading Program – *Paul Ericsson*
  - Overview of 2024 summer reading program provided.
  - Samples of program materials provided to supplement the written report that includes evaluation reports from each branch and an executive summary.
- Budget -
  - Where we should be with 2024 year to date
  - Review of replacement furnishing purchases that are included in budget
  - Note that 2025 budget will be confirmed by December
- Library Director *Jodi Edstrom*. See enclosed written report in Board packet.
  - Virtual Library card highlighted in Waconia and new initiative with eastern schools
- Division Director *Nick Koktavy* not present. No report.

## **Trustee and Commissioner Reports**

- Chanhassen & Victoria
  - See enclosed in Board packet. Additional highlights
    - Cori Doerrfeld author program
    - Patti Wetterling author event
    - Chart providing staff assignments
- Chaska
  - See enclosed in Board packet.
    - Highlight regarding staff in Admin, esp their work on the reclassification project
- Waconia, Watertown, Norwood Young America
  - See enclosed in Board packet.
    - Partnership with Cologne Academy and support for their Trunk or Treat event.
    - TeenTober features multiple events.
    - Booksale at NYA later in October.
- *Commissioner Udermann*.
  - MELSA review
    - MELSA executive director on-board incl MLIS requirement
    - Review of expanded access service around MELSA libraries
- Library Foundation *Jan Melchert*.
  - Meeting coming up Oct. 10.

## **Media Packet:**

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

## **Other comments**

- None.

## **Adjournment:**

- *Jan Melchert / Stacie Lindquist* moved to adjourn the meeting at 6:01p.m. Motion passed unanimously.

**Next Meeting:** The meeting will be held on Tuesday November 12 at 4:30 pm. in the Activity Room in the Waconia Library.

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