

## **La Crescent Public Library Board Meeting**

**Tuesday, June 9, 2020**

**This meeting is taking place using Zoom as our platform during social distancing order.**

**PRESENT:** Sarah Riess, Lisa Docken, Tina Ryan, Teresa O'Donnell - City Council Rep, Logan Colby, Robin Yeshe

**OTHERS PRESENT:** Kayce Gentry, Library Director;., Kristen - Library Assistant, Jim Nissen (phone), SELCO Rep., Kathie Rozovics-FOL

**ABSENT:** none

Call to order at 6:20 pm

Amendments – Teresa - addition - 20/20 Census - added as 9.4 Old business

**APPROVAL OF MINUTES** – Teresa makes motion to approve, Lisa seconded.

Motion carries. - to approve with the following changes.

Add Johnson to the Dave carpenter

Licking the cover - delete

Add approve that curbside was to start. - Sarah will make these changes

**COUNCIL COMMENTS** – Teresa - A lot going on at the city. City Hall is making modifications to accommodate requests. Driver's license is processing customers.

Kayce continues to do what we can here - Teresa thanks the staff and has shared with other council members for doing the best to meet our customer needs.

Bike pedestrian bridge - funding for that - looked at designs.

Efforts to open the pool?? Pool will be scheduled to open on Saturday, June 13. - for families that are in the school district area.

Solar array initiative.

Community - book study underway - Waking up White. over 50 people in community will be participating.

Possibly that library could expand on this once we are more open and able to make happen.

**FRIENDS OF LIBRARY** - Kathie - Zoom meeting in April.

Block party canceled. Next meeting is June 15. Will send out newsletter in August.

If meeting needs to be a Zoom, they will share with public.

Apple Pie Sale / Cookie Walk??? Discussing at June meeting.

Accounting - balance as of April - \$6600. Now down to \$2500. They paid for computer lease \$2000. Copier maintenance \$600. \$800 to both DVD shelving and summer reading programming.

Hard to not have book store open. Front porch book sale of library - \$117. Other sale on porch brought in \$106.

Kohl's \$500 - may or may not be coming.

Kayce gave a huge thank you to the Friends of Library.

### **FINANCIAL REPORT -**

Reports from the end of March - nothing too surprising.

Doing well for year to date.

Unforeseen expenses - \$800 getting plexiglass barriers at circulation desk 4x4 thick sheets hanging right in front of desk where check out would happen. Not reflected in this sheet.

Donation from Friends \$800 and Merchants Bank \$750 for summer reading. Didn't do the mailing to businesses this year. Wow!! Thanks to Friends and Merchants Bank!!!

Some small savings - cleaning/water from shutdown time.

### **DIRECTORS REPORT**

Closed March 18. Digital Services Only

May 4th - Item pickup time scheduling. All return to book drop / quarantined

May 18th - appointment based computer usage - requesting sanitizer and masks 2 people at a time. Up to 2 hours a day. Good usage - services are appreciated by those that are using them.

Staff getting creative. Facebook messenger requests. March, April, and May - 21 virtual sessions - Average - 106 views - per session. 93 unique viewers.

Summer Reading Program - In person option and online option - materials at library

\*BINGO cards - all ages - 3 levels -

\*Online - Reader Zone - log reading time - website or app version. 15 minutes daily for a week - entered into a raffle.

Can do both or either one.

\*Grab and go craft kits - Farmer's Market - assemble - take a picture

\*Geocaching program series as well.

County budget proposals - Houston County - April 28 - 3% cost of living increase - Still waiting for this one. Initial feeling - probably won't grant - Kayce will do small group.

Winona County - May 15 - 3% cost of living increase - Accepted!! Yeh!

Still feeling like funding for 2020 is secure.

### **OLD BUSINESS -**

**9.1 - Strategic Planning process** - draft version shared by Kayce.

Question #9 - Clarify maker space with examples (creative space)  
Suggestion to be asking about what people need in their community.  
Want the survey to be approachable. Leave the open ended questions for the end for other ideas that people have.  
Cut question 5, Add a broad community question  
#9 - Rank up to 5 most important things.  
#11 - If we were to build a new library, what would you most like to see.  
Other libraries have put them in the utility bill. Link to fill out digital survey.  
Could be distributed using the email city group, also sharing on Facebook. And LaCrescent Together.  
Electronic version - Survey Monkey.

Kayce will update the survey and then send it out to us to try filling it out. Next meeting we can see what worked or didn't work. August meeting.

### **9.2 - 1. phase 3 or expand curbside hours (both require 3 members on staff) Reopening Plan - Phase 3**

Library browsing with capacity limits- 10 patrons permitted inside the building. Only 2 open out of 40 in SELCO. Some are going to start browsing.  
Current volume for curbside - not had days that are completely full. But very busy. 12-5 currently. Not Saturday hours right now. 10-6 curbside would be recommended by Kayce - need 3 people / rotating lunch shift. Possibly could do some Saturday hours.  
If we did 10 people in at a time, someone waiting or 20 minute browsing appointment.  
Would it be adults only, or kids with parents??

Planning template from state for reopening. Not required to complete plans from - because we are a department of city. Angie has worked on one for city hall. We could become a chapter in that plan.

Motion - expand hours for curbside, check with Angie - preparedness plan?  
Hold off until August meeting unless feeling behind/city moving forward. Don't want to be locked in - could call another meeting if need be.  
May want to consider Monday, Tuesday, Friday - 10-6, Wednesday, Thursday - 12-5, possibly Saturday hours??  
Sarah made motion, Teresa seconded - motion carries.

### **9.3 - Summer Reading Program - Starts Monday, June 15.**

In house version - BINGO cards  
\*display in atrium for these  
Online version - Reader Zone - log  
Facebook - virtual programming - Jason Walz Facebook event?  
virtual books and staff book recommendation  
Geocaches will be up June 15.

Kraft Kits to Go - Farmer's Market, tent - weights to keep in place.  
new one every week, all inclusive  
planning - first week 40 bags

End of summer raffle - Bike Shoppe - bike that suits them - big prize!!  
Weekly brag tag and entry into raffle - 3-6 month sub to Kiwi Co. maker boxes and smaller stuff.

Hollie Briggs books - coupon -

Idea to shrink summer reading program info to Lunch Wagon.  
Looking at ways to share photos of crafts/BINGO cards on Facebook- Instagram

#### **9.4 - 20/20 Census -**

MN - 70.4%

Houston County - 74%

La Crescent - 79% responses

Continue to encourage people to complete. If you add to your census, it helps your library. Could make a difference in funding.

#### **NEW BUSINESS**

##### **10.1 - Staffing Updates - Library Assistant - Director**

Sarah, Tina, Teresa, Logan could help with interview process

Kayce - post job ad this week . 2-3 week. Due end of June.

Need to be sure that we put in "Are you a vet" in the ad.

Just have candidates send in their resume and cover letter.

Whoever we hire, will need to have some technology - might need to fill in for December/January to cover maternity leave for Kayce. CONGRATULATIONS !!!! Due November 30 - plan to work up to Thanksgiving. Appoint interim person would get Kayce's salary raise for that time.

##### **10.2 - I.L.S agreement - SELCO - staying a part of it.**

Contract - SELCO responsibilities - consent for next 5 years.

Motion to sign - Sarah, Robin - motion carries.

Teresa - checked with Skip Wieser - if we had a concern, he'd look at it. No concerns.

Fee Schedule - Ryder B - It is our service area - already in the 5000 - 9,999 people.

Already in the \$7,500 fee tier.

##### **10.3 - Resolution 158 - Friends - \$2075 towards computer/copier, \$800 DVD shelving, \$800 Summer Reading -**

Motion to accept - Robin, Logan - motion carries

##### **10.4 - Resolution 159 - Merchants Bank - Summer Reading \$750**

Motion to approve - Robin, Lisa - motion carries

Next meeting - Tuesday, August

Motion made to adjourn meeting at 8:00 pm

Respectfully submitted by Sarah Riess, secretary