

MINUTES
ORGANIZATIONAL MEETING
RUSHFORD PUBLIC LIBRARY
BOARD OF TRUSTEES
January 7, 2014

We connect our community by promoting the communication of ideas, the enlightenment of our citizens, and enriching personal lives.

Members Present: Ida Mae Bacon, Nancy Benson, Marie Botcher, Jody Henry, Heather Larson, Jim O'Donnell, Council Liaison Robert Dahl, Librarian Susan Hart

Marie Botcher and Ida Mae Bacon sworn in for new 3 year term by City Clerk Kathy Zacher.

Meeting called to order by Director Hart @ 1835.

Call for nominations by Hart for chair. Larson nominated O'Donnell. No other nominations after three calls. Motion by Dahl, second by Benson for nominations to cease. Motion carried unanimously. Motion by Larson, second by Benson to cast unanimous ballot for O'Donnell. Motion carried unanimously.

Meeting now presided over by O'Donnell

Call for nominations for Secretary. Motion by Larson, second by Bacon for Hart to continue as Secretary. Motion carried unanimously

Approval of consent agenda:

Motion by Bacon, second by Benson. Motion carried unanimously.

SELCO Report: Val Hasleiet (submitted a written report since she had a conflict tonight)

- Attended the all-day strategic planning committee retreat on Dec 13th. Made good progress. Tentative plan will be presented to SELCO Board on January 29th. May be viewed on-line if interested: <http://www.selco.info/board-of-directors/committees-of-the-board/strategic-planning-committee/>

**MINUTES
REGULAR MEETING
RUSHFORD PUBLIC LIBRARY
BOARD OF TRUSTEES**

March 4, 2014

1830 hrs

We connect our community by promoting communication of ideas, enlightenment of our citizens, and enriching personal lives.

Members Present: Jim O'Donnell, Ida Mae Bacon, Nancy Benson, Marie Botcher, Jody Henry, Robert Dahl city liaison, Susan Hart, Director,

Members Absent: Heather Larson

Meeting called to order by Chair O'Donnell

Library Report: Susan Hart

- Val's meetings at SELCO have been canceled due to weather conditions. She will be attending on March 11.
- Met with Fillmore County Commissioners to present year-end report on services to our rural customers. 2014 is a contract renewal year (every 3 years). Letter has been sent by Ann Hutton of SELCO to officially start the process for new. Will need community volunteers to be a part of negotiations.
- Marie assisted last evening during the library's annual participation in "Reading Wizards" at school. Good turn out by community. 59 preschoolers and 122 K-5 students were there with parents/grandparents. We presented examples of materials available at the library, gave away word puzzle books, bookmarks, coloring sheets, new info magnets, and information on downloadables.
- The annual Dr Seuss preschool story time and brunch occurred on Saturday the 1st. Attendance was only fair, but those present had good experiences with crafts, puzzles, games and delicious green eggs and ham.
- Currently beta-testing the card catalog "Enterprise." Launch date is 1 April. Staff has been testing site and making suggestions/comments to SELCO staff. Any board member wishing to test should contact staff and obtain the URL.
- March is National Nutrition Month. Hosting a series of book discussions on healthy eating throughout the month.
- Celebrating National Library Week April 13-19. Plan on having guest authors and speakers.
- "Zinio" the magazine and audio downloadable service purchased with grant dollars will be available for customers later this week. Will do massive PR campaign.
- Wordpress, the interface SELCO uses for webpages is being bombarded by hackers worldwide. Precautions on password security have been initiated.

- Spring Valley Librarian is retiring in May.
- Rash of theft of library items (mainly cd's and dvds) has been happening since around the first of the year. All activity has been reported and the terrific Rushford Police Dept involved; expecting to get things back or retribution.
- Invalid addresses have also been given on new card registrations. Have new procedures at desk for staff to follow; requesting a new policy in writing for the public to be aware of.

Approval of consent agenda:

Motion by Benson, second by Henry. Motion carried unanimously.

New Business:

- Annual report for 2013 read and explained by Hart; financial data came from city clerk. Motion by Bacon, second by Botcher to accept. Motion carried unanimously.
- First reading of new policy on customer card registration. To be ratified next meeting.
- Motion by Henry, second by Dahl, to participate in Chambers Trail Signage promotion. Motion carried unanimously.
- Consent reached to precede using grant dollars to add "IndiFlix" as available downloadable items. Same company as Zinio offers Independent movies with public performance rights included. Has a yearly fee.
- Will not be pursuing the "movie night" idea that was suggested as part of yearly goals. License fees for public viewing run \$150/film/day. Logistics also making things more difficult than need be. Consent reached.

Meeting adjourned@ 2000h

Next Meeting: May 6, 2014

**MINUTES
INFORMATION MEETING
RUSHFORD PUBLIC LIBRARY
BOARD OF TRUSTEES**

May 6, 2014

1730 hrs

We connect our community by promoting communication of ideas, enlightenment of our citizens, and enriching personal lives.

Members Present: Jim O'Donnell, Heather Larson, Marie Botcher, Nancy Benson, Ida Mae Bacon, Robert Dahl-city liaison, Susan Hart-Director.

Meeting called to order by Chair O'Donnell

Item added to agenda by Hart

- Fillmore County Contract

Consent agenda:

Motion by Larson; second by Dahl to accept consent agenda. Motion passed unanimously.

Library Report: Susan Hart

- Summer programs have concluded. Stats have been sent off to MN Dept of Education. 84 kids signed up to participate in reading challenge. 26 turned in completed logs. Prizes awarded to the top 10 for most hours read. Outstanding reader logged in 55 hours. Had good participation in programs with Rad Zoo and GRSF workshops. As a new twist this year, read to kids at the pool during hourly afternoon breaks. Very popular with the kids and appreciated by the lifeguards; finished 3 chapter books during July. Family Night @ the Pool on August 3 was our wrap-up event. S'mores were main event on August 5 for Rushford Night Out.
- Shrubs and overgrown trees next to building, have been removed. Old fence around air-conditioners removed. STS men removed river rocks. Stumps will be removed by city hired contractor. Will pursue bids on concrete for areas that are now grass and for repair to pads under cooling units. Will write a grant for decorative fencing.
- Would like to use Foundation account to fund 2, locally made, stained glass windows for large side windows. Currently, have \$84,000 in account. \$80,000 of that has been specified as for new building only. Remainder is for miscellaneous or as needed projects.
- In a joint effort with the R-P school and Rushford Lions, we will be hosting author Erin Hart as part of SELCO's Fall MN Author Tour. Date is set for October 25 @ 1300 hrs. Location is still being considered since we will be deep into

construction zone by then. Museum school house suggested. Will probably need seating for about 30 people. Possible luncheon for author?

- Notice is posted seeking 2 new board members for 2015-2017.

New Business:

- 2015 budget presented with discussion. Following council's financial goals, revenues are flat...no expected increase. I, will be doing a spend down of reserves. Wage increases - 3% increase for staff and a \$25 /mo on Cafeteria for fulltime. (union contracts not settled yet, even though staff not union, we usually follow suit) PERA city contribution is up to 7.5%. New line-item (42) for e-materials. This will cover downloadable magazines we started last year as result of a grant. Motion by Bacon. Second by Benson to approve budget as presented. Motion approved unanimously.
- SELCO Board Rep Val Hasleiet has resigned. Motion by Larson, second by Botcher to accept, with gratitude. Motion carried. Have asked Daniel Munson to consider filling position.
- First reading of new policy regarding purging of fines and fees. Needed for SELCO's purging of expired customer registration cards.
- Director evaluation forms distributed. Please return and give to Chair O'Donnell.
- Motion by Benson, second by Bacon to change November meeting date to November3. (originally scheduled for election day) Motion carried.
- Received word today that county wants to settle contract at a 1.5% increase. We had asked for 3% (COLA) at meeting in July. Last 3 years we were at 1% and four years ago at 0%. We are not coverings costs of usage by county residents. Based on cost per circ, we are at least \$10,000 short for this year. Discussion concluded. Suggested we do not accept the offer and return to the table. Should counter with 2.5%. Hart will inform Ann Hutton @ SELCO.

Meeting adjourned @ 1815 by chair.

Next Meeting: November3, 2014

**MINUTES
REGULAR MEETING
RUSHFORD PUBLIC LIBRARY
BOARD OF TRUSTEES**

July 1, 2014

1830 hrs

*We connect our community by promoting communication of ideas, enlightenment of our citizens,
and enrichment of personal lives.*

Members Present: Jim O'Donnell, Ida Mae Bacon, Marie Botcher, Heather Larson, Robert Dahl
city liaison, Val Hasleiet SELCO Board Rep, Susan Hart, Director,

Members Absent: Jody Henry, Nancy Benson

Meeting called to order by Chair O'Donnell

Approval of consent agenda:

Motion by Larson, second by Dahl. Motion passed unanimously

SELCO Report: Val Hasleiet

- Next quarterly meeting is July 29.th MLA Legislative Forum is coming up with free transportation offered by SELCO for those attending.
- High employee turnover @ SELCO in last few months.
- June 24 was Executive Board Meeting. Last fiscal year meeting. All grant applications approved. Red Wing HS will become on-line member.
- Legacy applications have been streamlined.
- On-line monitoring (dashboard) available for anyone interested in strategic plan updates.
- Crossroads College is requesting SELCO to manage their library.
- Retiring board member Bob Bruce gave impassioned talk about changes libraries are facing.

Library Report: Susan Hart

- Landscaping around library needs attention. Dead bushes, overgrown trees and missing groundcover are few of issues. (Board took a grounds tour to examine and formulate ideas.) Will request public works to remove some of the bushes and trees, trimming others and then determine planting approach.
- At O'Donnell's suggestion, a new electrical conduit near front signage has been requested and approved to be added during city road construction project.
- Summer Reading program is off to good start. GRSF presented a workshop in early June on set design and simulated combat in a play. Over 170 attended the RadZoo program held at Good Shepherd in mid-June. Exceptional program and received rave reviews from adults and kids. Paid for with successful Legacy application. Programs run til July 21.

- Have tickets again this year for 50 playgoers to Shakespeare in Winona. Asking \$5 donation per ticket to reimburse GRSF.
- SELCO tech support here all day last Friday to install Windows 7 (replacing Windows XP) and "Deep Freeze" security system on 11 PC's (3 staff, 7 public and 1 new lap top).
- Attended SELCO Advisory Meeting in June. Main topic of discussion was library stats on usage and their relevance. Many libraries are experiencing a decline in the number of check-outs/year since 2011-2012. Counts of people coming into a library are rising. No conclusions were rendered on the "whys" of phenomenon. We are holding steady with numbers the last couple of years.
- Will be conducting a survey over next few months on "what are important library services?" to our customers.
- Library card holders are now receiving an-e-mail reminder 3 weeks before their card expires (every 3 years). This will help prevent "surprises" when books cannot be downloaded due to an expired card.
- Inventory is complete. Seven people (staff and SELCO staff) scanned all items in little under 5 hours. *Exception* reports needed to be completed before the process was complete. Unfortunately, one of the scanners had malfunctioned and 1400 items were declared missing from collection. Each item had to be physically verified and then re-entered as "available" to correct the report error. Many staff hours to do this. Out of almost 26,000 items, only 87 were truly missing. Good to have this OCLC project done!
- Received \$500 donation from Dorothy O'Donnell for large print books.
- Will be looking at 2015 budget in September.
- OverDrive stats since beginning of year @ 766 check outs. Zinio (magazines) stats since March @ 88. Had considered adding titles to both digital areas, but stats do not seem to point towards a need. Will evaluate again at end of year with a fresh PR push about availability being initiated.
- Cleaning person working out well at \$50/month. She vacuums and mops the floors, while volunteers do the dusting.

New Business:

- Second reading and approval of policy word changes in circulation and card registration. Motion by Bacon, second by Botcher. Motion passed unanimously.
- Authorization for Director, Hart to use discretion in spending down fund balance reserves. Motion by Larson, second by Bacon. Motion passed unanimously.
- Board member Jody Henry has moved to Winona county and can no longer be a city rep. Motion by O'Donnell, second by Larson to accept resignation with regrets. Motion carried unanimously. Since there is only one more meeting before elections, will not appoint someone at this time. An appreciation card signed by board and will be sent to Jody Henry.

Meeting adjourned @1920h by Chair O'Donnell

Next Meeting: September 2, 2014

MINUTES
RUSHFORD PUBLIC LIBRARY
BOARD of TRUSTEES
ANNUAL MEETING
November 3, 2014
1830 h

Members Present: Jim O'Donnell, IdaMae Bacon, Nancy Benson, Marie Botcher, Heather Larson, City Council liaison-Robert Dahl, Director -Susan Hart , guest - Andrew Wolter.

Meeting called to order: Chairperson O'Donnell

Motion by Larson, second by Botcher to approve consent agenda. Motion passed unanimously.

Reports:

- Recap of SELCO quarterly meeting of October 25 viewed on-line with SECO-TV segment.

Susan Hart:

- Programming in September and October included 2 MN author visits. In September, thanks to Marie Botcher, Colin Nelson a guest from the Twin Cities, offered insights on how an author creates characters, develops plots and publishes. Even though we had very poor attendance, probably due to the weather, a public "Vote Yes" meeting at school and a volleyball game, Nelson was charming, witty and gracious in his presentation. His books have been constantly checked out since the program.
 - On Oct 25, Erin Hart, suspense writer and MN Award Book Award finalist, presented to a very receptive audience. Sponsored by MN Legacy Grant, R-P Schools and the Rushford Lions Club, this was part of SELCO's 2014 Fall Author Tour (13 authors). We applied for top 3 author preferences with preferred program dates/times and were very fortunate to be a selected library and then also to receive first choice. Erin Hart read excerpts from her newest book, "Killowen" with an Irish setting. Picturesque slides accompanied her presentation. She signed books following the program. Those attending (16) were offered door prizes, fresh scones and cider (donated by Sandhill Appraisal). Have heard many comments since, that this was the best SELCO author tour writer to date. Program held at Loken's Inn conference room and worked well. Fees for room use reimbursed by MN Legacy Funds.
- New copier/scanner machine working very well. All PC's, both public and staff, are networked to it. Each PC has a desktop scanner folder, so users can scan and send to specific PC or can e-mail directly. Of special benefit, staff does not have to leave the desk unattended to make copies or scan for customers, as in the past using city hall's machine. Copier was \$1995, with a three year lease + \$300 year for all maintenance, parts, and toner. New was almost \$4,000. This was a

very good and timely deal with EO Johnson since the old, heavily used printer was 10 years old and unfixable. We are charging \$0.25/ copy.

- Quarterly Foundation report of \$84, 245.96
- Quilt in basement hallway donated by longtime customer Mary Rouse who has moved to Austin.
- Will be evaluating the storytime program goals and objectives. Attendance is very poor and erratic. Other libraries experiencing same phenomena. Our biggest group of former attendees is now kindergarten age. Finding a time slot for parents with preschoolers to participate during the school year has proved to be a challenge. Investigation of situation ongoing along with board updates.
- Since September, have been running a customer satisfaction survey at the desk. No real surprises for anyone who is observant and working the desk, but it is nice for validation. Material checkout, computer use, and staff assistance are top customer preferences. (39 returned surveys of adults and hs students)
- Handouts from Winona Nursery on preliminary landscaping bid plan for north and south side of the library building. No word yet from Connaughty on fencing project costs or on cost of concrete pad replacement under air exchange units. Will visit this again in January. On downside, will not be receiving money from an outside foundation this year due to poor market returns and limited funds. Winter fundraiser?
- As an added note, we once again participated in the Chamber's Halloween safe place to trick or treat.

New Business:

- Second reading of Policy for Purging Fines and Fees. Motion by Dahl, second by Larson to approve. Motion carried unanimously.
- Candidates for 2 new city representatives to the board recruited by members and director. Ballots distributed for vote among members. Final tally: Andy Wolter and Anne Spartz with most votes cast. Motion by Dahl, second by Bacon to canvas election results. Motion carried unanimously. Dahl will submit results to city clerk as agenda item for next council meeting for 2015 appointment.
- O'Donnell did a recap of director evaluations submitted by board. Overall, the board feels Hart is doing an excellent job and appreciates her efforts. Evaluations will be available for review if anyone wishes to read them.
- Motion by O'Donnell, second by Benson to appoint Daniel Munson as new SELCO Board Rep from our library...with appreciation. Motion carried unanimously.
- Notes of appreciation extended to Jim O'Donnell by Hart and fellow board members noting his exemplary job as board chair and 9 years as a board member.

Meeting adjourned @ 1935h by Chair O'Donnell as his final action.

Next meeting January, 2015