

Meeting Minutes  
Rushford Public Library  
BOARD OF TRUSTEES  
Organizational Meeting  
January 3, 2011  
1830 HRS

**Present:** Darlene Searcey, Bonnie Johnson, Dan Munson, Nancy Benson, Crystal Schroeder, Val Hasleiet, Jim O'Donnell. **Absent:** Chris Hallum

**Swearing in of new board member Bonnie Johnson- *Welcome Bonnie and thank you for your dedication and participation!***

**Call to order**

- **Call for nominations for chair:** Searcey nominated O'Donnell. Benson seconded. Moved by Munson to cease nominations and vote. Benson seconded. Approved unanimously. ***Thank you Jim for being our new chair!***
- **Call for nominations for secretary:** Benson nominated Schroeder. Searcey seconded. Moved by Munson to cease nominations and vote. Searcey seconded. Approved unanimously.

**Approval of consent agenda**

- Agenda
- Minutes from November 2010
- Motion by Munson to accept. Benson seconded. Approved unanimously.

**Reports**

- **SELCO-Val:** met w/ Anne Hutton in November for new SELCO board member orientation.
  - ✓ Discussion of updated 2011 budget.
  - ✓ Discussion of Per Capita spending chart.
  - ✓ SELCO focus for 2011: foster networking of SELCO libraries.
  - ✓ Audit data is available from Val.
  - ✓ Book "Experience ART in Southeastern Libraries" book available for checkout.
  - ✓ Next quarterly meeting January 25<sup>th</sup>.
- **Librarian's Report-Susan:**
  - ✓ Beginning SOFA- **Something On Friday Afternoons-** family-focused activities **\*\*\*\*this week: Wii games**
  - ✓ One night a month open til midnight for games/ activities
  - ✓ Applied for Tri County Electric and Snowmobile Club to assist w/ activity expenses

### **Old Business**

- 2011 budget review- managing line item 35/ contracted custodial services- library staff will take this over. **Maintenance Of Effort** is LAW and the county and city MUST pay amount determined by the state.
- Capital Campaign "The Next Chapter" progress
  - ✓ Larry Dittman- memo read re: Board Member participation- *call to arms!*
  - ✓ February....Love Your Library month- look for activities
  - ✓ \$43,000 in pledges and cash donations totaling \$83,000+
  - ✓ 'Twas *The Night Before Christmas* clinic decorations/ booth:  
Approx. 50 sign ups for drawings **Thanks to those who helped decorate! Come help dismantle Saturday @8am!**

**Adjournment-** Motion by Benson. Seconded by Munson. Adjourned.

**\*\*Next meeting – March 7<sup>th</sup>, 2011 6:30pm Library**

**\*\*Capital Campaign mtg Saturday 8am in library**

**\*Reminder: 3 missed mtgs and your position will be considered vacated (according to bylaws)\***

Respectfully submitted 1/5/11, Crystal Schroeder, Secretary

Begin @ 6:30pm

Present: Sue, Dan, Jim, Nancy, Val

Approve consent agenda & table Jan 11 minutes til next mtg- Munson and Benson

Val- SELCO

Spring Grove- playing foreign films and dinner nights, have been a success

New generator installed and running

E-books-- 507 e-books online as of Jan 25<sup>th</sup>, 440 audio books- Debbie Macomber was most checked out

New bike racks

Calling all poets- publishing a book of poetry 10 out of 11 counties

Nancy Walton is new state librarian- may not last due to legislature (lobbying, promotion, tracking federal/ state monies- similar to a Superintendent)

Andrew Peters from Lake City- we should send letters to the legislature re: Maintenance of Effort

Wabasha Co contract will be due in 2011, next mtg last part of April

### **Susan- Librarian's Report**

reading wizards- Sonja Cook and Sue had a table w/ library info, banner to decorate, parent info re: reading

SOFA has had one night- open til 10pm that night

Wii games and popcorn Sat afternoons going well

Dr Suess' birthday celebration- green scrambled eggs, ham hot dogs, heart pretzles, at the eggs!

Sweet night- made \$1,500, 150 people, music, photos on

April 10-16th== national library week

overdrive- info on each computer + library website

cannot return audio books early

can only have 5 items out at a time

Harper Collins is gearing up to make waves re: libraries accessing books forever

libraries contributed according to circulation numbers

MN legislative day- met w/ Davids, Thomas, Leibling, Miller, Drazkowski, Peters,

**New Business-**

## **Annual Report** (currently on website)

adult programming is not well attended- lack of space, time issues

signed by Jim Dept of Ed letter received- 1<sup>st</sup> library to submit- Quinnela Award for submitting both data and signature first-- Mandated by April 1st-- would like to present it to the board March 14-- board recommends putting in a statement of wireless services used-- next year include e-books as well

munson motioned to approve, Schroeder seconded, approved

Pie Chart- City of Rushford village 54%, Winona Co 37%

Funding- 63% City of Rushford Fillmore Co 25%, Other 7% (incl fines, donations,etc), state 3%- ILL reimbursement, Winona Co 2% (high due to last year's mistake)-- Houston county = 0 **new source this year- \$7,600 from the will to be used for books**

**Resolution-** discussion of removal of MOE allowing unequal services- means city residents have to pick up the cost Remove MOE acronym and instead spell it out Munson moved to adopt resolution, O'Donnell seconded. Approved unanimously.

## **25 Ways Your Library Can Support the Small Business Community**

[www.webjunction.org/workforce-resources/-/articles/content/103042563](http://www.webjunction.org/workforce-resources/-/articles/content/103042563)

## **How Libraries Stack Up: 2010**

[http://www.oclc.org/us/en/reports/pdfs/214109usf\\_how\\_libraries\\_stack\\_up.pdf](http://www.oclc.org/us/en/reports/pdfs/214109usf_how_libraries_stack_up.pdf)

**Massachusetts Library Association Value of Service Calculator-- \$611,000** worth of services when Sue plugged our numbers in

## **Old Business**

### **Capital Campaign-**

lions club donation was received

watched informational video- will be used for grant applications and on website/ facebook

**Adjourned- muson and benson 8:20pm**

**Library Board of Trustees**

May 2, 2011 Minutes

**Call to order @ 6:30pm**

**Present:** Sue Hart, Dan Muson, Jim O'Donnell, Bonnie Johnson, Val Hasleiet, Mayor Chris Hallum, Administrator Steve Sarvi

**Approve consent agenda**

Minutes from Jan 3, 2011

Minutes from March 7, 2011

Motion to approve Schroeder, seconded Munson, approved unanimously

Val- SELCO April 26<sup>th</sup>

**Celebrating Strengths (area library updates) -**

Houston adding another pd staff, 6,200 orig circ- 35,000 current circulation & will expand library soon

Rochester purchasing a new bookmobile

Lake City expanding children's section, expansive weeding (of books)

Review of policy handbook

Upgrade Horizon coming up

**E-Books-**

\*6,942 overall downloads w/ e-books over about 1,600 patrons (over entire area)

\*Will be able to use w/ Kindle w/in a year

Michael Scott from SELCO called in from state re: house bill 1260 to repeal Maintenance of Effort

\*hearing is 5/3/2011 (tomorrow)

**Poetic Strokes-** book published from Poetry contest

\*Rushford Library staff member's poetry is featured

\*Available for checkout @ Rushford library

**Susan- Librarian's Report**

**Maintenance of Effort-**

\*formula goes off of what was paid to the library 2 years prior

\*currently 70,000 from city, approx 30,000 from county

\*Bill up to repeal

**Medicom-**

\*2 yrs ago (March) fiberoptic cable supposed to be installed (requested by SELCO)

\*internet sluggish in afternoon

\*SELCO unsure if cost effective for Rushford Public Library

**Horizon Update- May 24, 25,26**

\*Library **WILL** be open

\*will be checking out via word document

\*will NOT be checking in

\*will spend Friday and Saturday entering check-ins into upgraded system

**Weeding out books-**

\*Medical, fiction, juvenile, VHS tapes are done

\*next is non-fiction

**Design tour in cities**

**Summer Wizards-**

*\*May 25, 6:30pm* booth in the school to highlight programming

\*will have students come in and learn about/ sign up for summer reading programs

**(Make A Splash!)**

**Collection codes-** updating

**Foundation-** \$105,000 (50,000 in pledges/ 100,405 in cash)

**New Business**

None at this time

**Old Business****Capital Campaign-**

\*Discussion of options

~continue Librally Sundays (w/ publicity)

~add in adult events (book signings, etc)

~continue committee movement forwards (indiv mtgs, small gatherings, personal discussion)

~work for the future of the city and the children

**Other****By laws and meeting attendance**

\*remind others of meeting absences

\*board members are expected to be at Sat morning fundraising meetings

**\*\*Next meeting: *Tuesday, July 5<sup>th</sup> 6:30pm*\*\***

**Adjourned:** Motion to adjourn by Munson. Seconded Johnson. Approved unanimously. **7:55pm**

**MINUTES**  
**Rushford Public Library**  
**Board of Trustees**  
**November 7, 2011**  
**1830 hrs**

**Members Present:** Jim O'Donnell, Daniel Munson, Crystal Schroeder, Librarian Susan Hart, SELCO Rep Val Hasleiet

**Not present:** Chris Hallum, Shawn Gorder, Nancy Benson (Bonnie Johnson has moved to Rochester.

Lack of quorum

**SELCO Report:** Val was unable to attend the October meeting. New president is Judith Schotzko. Val is now on the Strategic Planning Committee. Discussed county contracts. Next meeting will be either January 12 or 24<sup>th</sup>.

**Librarian Report:**

- In conjunction with the Rushford's Historical Museum, the library will host a MN Book Author Tour in March. Legacy Funding is providing for Doug Ohman's talk on "Scandinavian Churches." Will be given promo materials as the date approaches.
- We are co-sponsoring with ECFE, Santa's Workshop on December 3 from 3-5 p.m. In need of a volunteer for the reading corner.
- Fall nutrition info sessions, presented by nutritionist Diane Briese are again being offered. The next is November 19.
- Had a Fillmore County Library meeting last week. Two main topics of conversation were the county contract offer and a branding workshop being offered through SELCO.
  - Tara Johnson - librarian from Lanesboro, Bobbie Vickerman- City Administrator from Lanesboro, Ann Hutton – Director from SELCO, and Hart have met with Commissioner Duane Bakke and Administrator Karen Brown to discuss funding for library services. We proposed a three year contract with increases of 3- 2 -1 %. They have countered by letter with 1% across the board. As a whole the group felt this was unacceptable without an explanation as to how they arrived at this outcome. As it stands Mabel will receive a \$63 increase for services that were rendered in 2010. A barely \$2,000 increase divided among 7 libraries does not come close to costs in delivering service to rural customers.
  - Tara Johnson and Hart attended a branding workshop @ SELCO last May and would now like to take advantage of professional help at a local level. Arranging for a series of sessions on

marketing and branding to be held at the Chatfield library in December. SELCO in paying the tab for 8 hours. Would like board representation at this event...a PR committee of sorts. Date to be announced.

- Fall “weeding” in underway of adult fiction. Juvenile fiction was tackled in the spring. Estimate that about 250 books will be pulled for lack/reduced use in the last 7 years.
  - Robert Dahl’s comment at “Meet the Candidates” stating library has books that have not been checked out for 40-50 years was fabricated. He has been “corrected” at last council meeting. However, FCJ printed the comment as made without checking sources.
- Winter reading program starts after the holidays and runs through February. First class being offered in January is a session on using devices to download books from our catalog. Presenter is from SELCO.
- No news from FEMA on request for funds for new library project. Paperwork made it to Chicago office on August 24.
- Some customers are participating in “bare bones “giving tree items. Have ordered about \$150 worth of books/ movies to date.

#### **New Business:**

- Joyce Iverson and Jim Wolters from EDA, Administrator Sarvi, and Hart met with Tarry Litscher to discuss approaching deadline for purchasing his business with DEED grant assistance. His has been business for sale for the last three months and now decided to sell to city. Other agreements need to be drawn up, but this will be taken to EDA on Wednesday and then on to council for continuation of the process.
- OverDrive contract for 2012 will be signed and returned to SELCO. It costs us \$341. So far, we have had 200 downloads since May. Munson thought this was an expensive item considering local usage. Mentioned that not everyone uses books on CD either or watches DVDs, and we have a \$2,000 item line for that in budget. Use is expected to rise on downloads because of the holiday gift season approaching.
- Need two new city reps and one county on the library board. Ballots handed out.
- Revised and final budget for 2012 reviewed. Munson stated it was trim and lean and acceptable for delivering services to our customers.
- Discussion at Lions Club Board meeting to rescind the \$10,000 pledge toward the new building. Dennis Peterson (friend to Ted Robertson) made request. Vote failed 4-3. Peterson now wants the general membership to vote on matter.

**Next Meeting: January 2, 2012 – Organizational Meeting**

**MINUTES**  
**Rushford Public Library**  
**Board of Trustees**  
**August 29, 2011**  
**1830 hrs**

**Members Present:** Jim O'Donnell, Shawn Gorder, Bonnie Johnson, Nancy Benson, Chris Hallum, Librarian Susan Hart, SELCO Rep Val Hasleiet

**Excused Member:** Crystal Schroeder

**SELCO Report:** Board met on July 26. Next meeting is Oct 25.

Libraries shared "strengths."

County funding - Houston Co has a new funding contract @ 3 % for 3 years

Read and Ride day is coming up at the State Fair

Legislative Update: MOE will be @ approx. 90% for 2012

Susan requested Val to bring up net-lending reimbursement at next board meeting since the Horizon upgrade and ILL tier changes and possible using those funds instead to buy more OverDrive items.

**Call to order** (@ 1845 with quorum): Chair Jim O'Donnell

**Approval of consent agenda:** Minutes unavailable from Secretary. Agenda approved by Benson; second by Hallum. Motion approved unanimously.

**Librarian Report:**

- Fillmore County librarians met with commissioners on August 23 to give overall view of services provided. Administrator Sarvi attended with Susan. Commissioners received a letter from Ann Hutton, SELCO Exec Director in July, requesting that formal negotiations begin for service funding contract. Fillmore County rural usage stats shared.
- Summer Reading program ended with a Family Fun Night at the pool; a program with Alice the Horned Owl from Houston Nature Center. Alice was a big hit as well as the "samores" in our library park, afterwards. 416 children participated in programs.
- Fall programming for adults is underway.
- Participated in a 2-day video conference through Web Junction, entitled "Instructional Literacy and the Library Educator." Second conference in mid September is on innovations of America's best small libraries. (Library Journal annual awards) Third scheduled conference will be on making libraries relevant to meeting community needs – end of September.
- Have signed up to attend in September, through SELCO, "Early Literacy Spaces" a tour of three TC libraries and Buckham Memorial Library in Faribault that have received grants to promote parental education on importance of reading.

- Newly assigned to SELCO's OverDrive Selection Committee representing small libraries, which reviews titles and makes decisions for new additions to catalog.
- OverDrive check-outs to-date for our customers: 128. Kindle titles should be available/usable by fall.
- State Fair is offering the Read N' Ride program again this year.
- Web site traffic stats shared.
- In lieu of recent library budget cut of \$4,000 discussed at council meeting, will not be purchasing any more new videos, books or audios remainder of year. Asking our customers to "adopt" and we will add a nameplate of thanks to the inside of item after they purchase it. Have also informed our customers that using ILL to request bestsellers from another library will not be a viable option.

#### **New Business:**

- Susan has updated the Strategic Plan for 2011-21012. Some grants are requesting current plans; this reflects up-to-date info on building project. Motion to approve by Hallum, second by O'Donnell. Motion passed unanimously.
- Jim O'Donnell willing to be on board for another three years. Shawn Gorder will consider. Need concurrence from Crystal Schroder. Need to know by November (Annual Meeting) for approval purposes. Susan will get more info on board member duties to Shawn for her study.
- Preliminary budget for 2012 discussed. Expenses held to a minimum. Do not have exact MOE numbers from state as of yet because of shut-down, but it will be approximately 90% of 2010. Wages at a 1% increase. Will see what develops from state and city, but for now, we have something to work and plan from. Motion by Hallum, second by Johnson to approve this version. Motion carried unanimously.
- National Library Card Sign-up Month is in September. Promotional plans are underway. Article from a leading magazine noted. Proclamation adopted from ALA and written into a Resolution for board chairs to sign and then will be taken to city council to have signed. Munson suggested blurb be sent out in school Friday Folder.
- Time for director yearly eval. Board members should fill out and return for compilation by chair by the end of the month.
- A planned giving brochure designed by our fundraiser artist, reviewed. While the board felt the concept was very good, appears to be too packed with info in a very small font. Munson would like to see something on the level of a bookmark size. Besides lawyer offices, Munson suggested the final product also be made available at the nursing home. We already have memorial gift cards at the funeral home.
- Discussion on downsizing of new library plans from 11,000 sq ft to 7,800. Susan has worked with architect and space needs analyst. This new sq. footage basically is decompressing the current collection, incorporating

ADA standard guidelines, while still including the public meeting room (smaller), director office, staff workroom and coffee shop/small meeting area. This sq. ft. does not meet any needs for future growth. The last committee meeting with council members included advice from Mike Bubany, city financial advisor. In considering the downsizing to support a \$1.7 mil project, with USDA funds, FEMA funds, dollars from city LGA that used to go towards the community center, the max amount needed to be raised is about \$500,000. Board feels this is doable, especially if more pledged dollars were turned into actual dollars. There is always the possibility that with renewed interest in the project, we might be able to raise the original amount of \$2.2 mil. Many grants cannot be applied for unless building underway. Mike will be speaking to city council the end of September and explain financial options.

**Meeting adjourned:** On motion by Hallum @ 2005 hrs.

**Next Meeting: November 7, 2011 – Annual Meeting**

**MINUTES**  
**Special Meeting**  
**Rushford Public Library**  
**Board of Trustees**  
**December 5, 2011**  
**1830 hrs**

**Members Present:** Jim O'Donnell, Daniel Munson, Chris Hallum, Shawn Gorder, Librarian Susan Hart, City Administrator Steve Sarvi

**Not present:** Nancy Benson, Crystal Schroeder (Bonnie Johnson has moved to Rochester).

Call to order by Chair O'Donnell @ 1838 hrs

Motion by Hallum, second by Munson to approve agenda and accept minutes from August 29<sup>th</sup> (holiday change in date for September). No minutes available from regular November meeting. Motion passed unanimously.

**New Business:**

- Final version of 2012 budget approved on motion by Hallum; second by O'Donnell. Motion passed unanimously.
- Discussion on county funding contract. This is the first contract that all 7 libraries are included as signatories; formula for disbursement is not spelled out; includes 1% increase for each of next three years. Final meeting with county commissioners, held in Lanesboro, was a bit contentious. Library representatives basically went in wanting to know how the level of funding offered was arrived at and if another set of numbers (1-2-3) would be considered. Basically, it was indicated we should be grateful for any increase since county already meets MOE. Sarvi asked reason for 3 year contract. Hart responded that the Fillmore County librarians requested this, so that budget preparation has known values plugged in for subsequent years. Sarvi asked if services could be withheld, charged for or reduced for county customers because of the funding disparity between city and county. Hart answered citing state requirements. Further ramifications can be studied at a later date. Motion by Munson, second by Hallum to approve contract. Motion passed with opposition by Munson.
- Newly elected board members Jodi Henry, Heather Larson and IdaMae Bacon approved for 3 year terms on motion by Munson, second by Hallum. Motion passed unanimously.
- Motion by Munson directing Hart to gather needed information to close the library. Motion failed for lack of second. Hart responded that agenda was approved without additions. No action may be taken on item not approved on agenda. Secondly, Hart suggested we should at least wait until we hear from FEMA on funding for project. Munson indicated he will be bringing this up again in January.

Meeting adjourned by chair @ 2015 hrs.

**Next Meeting: January 3, 2012 – Organizational Meeting**