

## West Concord Library Board Meeting Tuesday, February 13, 2024 @ 5:00 pm

Present: **Library Board Members:** Kayla Burse, Pat Hanson, Colleen Hayne, Lois Johnson, Michelle Lee, Karen Peterson, Heather Phillips.

Library Director: Heather Frederick.

Councilor: Crystal Nielson

Next meeting: Tuesday, March 19, 2024 @ 5:00 pm

### Call Meeting to Order:

- Colleen called the meeting to order.

### Secretary's Report:

- Motion to approve by Heather, second by Lois.

### Old Business:

- Senior Snow Days is continuing to meet 1 pm to 3 pm every Tuesday. This event is going well and more people are attending. 7 people attended February 06, 2024.
- Dan Lulf declined to do a presentation on the history of WC.
- Update on Memorial Donations: Morley Peterson = \$51.00; Al Gilbert = \$147.00.
- Valentine's Day Event Childcare went well. Only 2 children in the community, plus Heather's children attended. There were 3 volunteers from the community.

### New Business:

- Presentation of bills: motion to approve payment of bills by Kayla, second by Heather.
- Reviewal of the library YTD balance: no issues commented on.
- Keith stabilized the library shelving unit in the library office which was bowing forward away from the wall. He purchased an oak board, stained the oak board, then installed the oak board to support the weight of the shelf and the items placed on the shelf.
- The library signed a new ILL (Inner Library Loan) with Selco on 01/22/2024 being the previous 2022-2024 Agreement to Participate in the Selco ILS will be terminated as of June 30, 2024. A new contract was signed to better align the terms of the ILS agreement and the agreement Selco Holds with the vendor of the ILS Software which will help to ensure stability of membership and costs. The new agreement will commence on July 01, 2024.
- In February, the library is doing book give away drawings for I Love to Read Month.

- The library was granted \$4,000 to spend in 2024 for Legacy Programs. 4 Legacy Programs have been booked for the year. All Legacy Programs must be booked by May 31, 2024; and the Legacy Programs must be held by October 31, 2024. Following is the schedule for the booked Legacy Programs:
  - **Saturday, March 23<sup>rd</sup> at 10:15 am: Amy Simso Dean – Birdwatching 101.** This program includes tips, ID tricks, and more!
  - **Tuesday, April 9<sup>th</sup> at 6:30 pm: Doug Ohman – State Parks of MN.** This program is being held during National Library Week.
  - **Wednesday, June 5<sup>th</sup> at 10 am: Will Bjorndal – Family Music.** This program will kick-off the summer reading program.
  - **Saturday, July 27<sup>th</sup> at 1 pm: Jim Jayes – Magic Capades Magic Show.** This program will be held during Survival Days at Lions Park (relocated to the Bell Tower if raining).
- Cobra Care at Triton is asking local librarians to do Story Time for the daycare kids this summer. Heather was asked if she would schedule a couple of times with them which she agreed to. Being involved in this will be good publicity for West Concord residents.
- Study Club issued a \$100 donation to the library. Heather received this donation on 02/10/2024.
- A new Selco app is up and running for Apple users and will be up and running for Android users soon. This need came from a complete and unexpected disruption with the previous app about 2 months ago.
- Computer #2 and computer #4 continue to freeze up almost daily. Heather discussed with Donovan at Selco and the plan is to remove these two computers and only use computer #1 and computer #3 for patron use for 2024. The library board will re-evaluate the need to add another computer in 2025 when the library is developing their budget for 2025 this fall.
- Friends of the Library met on 01/25/2024. They will host the book sale during this year's Survival Days. They have requested they be able to hold the sale in the City Hall lobby where the Survival Days Book Sale was previously located. This is a good location to catch the attention of those attending Survival Days.
- There are issues with the Metronet library phone line. She has not been able to change her voice message, her line crackles, and phone calls will not ring through to the library during Saturday library hours.
- Heather discussed a Book Doctor by donation idea. She would provide mending to books.
- Request to close Saturday, March 2<sup>nd</sup> and Saturday Summer Hours was discussed. It was decided the library will be open 1 Saturday per month during the months of June, July, and August. Which day of these 3 months the library will be open is yet to be determined.

**Librarian's Report:**

- Everything went well while Heather was out on vacation.
- The large print Reader's Digest magazine subscription and the large print Reader's Digest print select editions book subscription were renewed for another year.
- It was discovered the Post Bulletin subscription lapsed for 2 months because the Post Bulletin did not have an active credit card on file to charge. Heather was able to renew the subscription for another year at the 50% price. The subscription is delivered twice a week (midweek and weekend).
- The Dodge County Independent subscription has already been recently renewed.
- Heather attended the Annual Report Training on Zoom and has until April 1<sup>st</sup> to file the required library report.
- The funds have been spent regarding the Grant spending and reimbursement which must be completed by May 30<sup>th</sup>. The broken piece of doll house should arrive by March.
- Heather made a delivery of large print books to Circle Drive Manor on January 20<sup>th</sup>.
- More items were ordered to use up the \$500 grant funds received. Heather purchased the rest of the Magna-Tile animal sets and 2 storage boxes. She also purchased toy items from the brand B toys from Target. These purchases have not arrived yet.
- On February 8<sup>th</sup>, Heather had a meeting with at our library with Donovan Lambright. He is the Resource Sharing Consultant at Selco. Donovan wanted to meet to learn more about our library's workflow regarding Horizon. Selco is trying to learn more about how our library does things so they can use the information to better their search for a new ILS.
- A meeting will be held February 16<sup>th</sup> at our library with Heather and Krista Ross, Executive Director at Selco. Krista is doing a "listening tour" to connect, engage, and build stronger relationships with our region libraries. She would like to increase collaboration and engagement with our member libraries and get to know us better.
- Heather has zoom meetings scheduled with our district's representatives: with Representative Duane Quam on February 28<sup>th</sup>; and with Senator Carla Nelson on February 29<sup>th</sup>.

**Motion to Adjourn Meeting:**

- Motion to adjourn by Heather, second by Lois