

MINUTES  
CITY OF LAUREL  
Library Board

05/11/2021

06:48 PM

Laurel Public Library

**COMMITTEE MEMBERS PRESENT:**

X Katie Fjelstad  
X Bill Hanson, Vice-Chairman  
X Nancy Schmidt, Secretary  
Clair Killebrew – Foundation Liaison

X Arthur Vogeles, Board Chair – via Zoom  
Samantha Barnhart  
Vacant

**OTHERS PRESENT:**

1. **Public Input**

*Citizens may address the committee regarding any item of city business not on the agenda. The duration for an individual speaking under Public Comment is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.*

Welcome to our new Board member Katie Fjelstad. We are pleased that she wants to be a member of the Laurel Public Library Board of Trustees.

2. **General Items**

- a. The minutes for March and April 2021 were presented for approval by the Library Board members. Bill motioned the minutes be approved, Katie seconded the motion. Minutes were approved.
- b. The library received two items of correspondence: a \$50 donation from Ray Wells and \$30.00 memorial in memory of Joe Davis (Madelon Davis's husband).
- c. **Circulation Report** - *Traffic*: down 52.32%; *circulation*: all items circulated totaled 3,579 (including 486 eBooks), book circulation was down 0.5%, media circulation was down 33.3%, eBook checkouts for this month was 14.6% of total book circulation, we circulated 870 items to partners and 172 items from other libraries; *computers*: internet use was down 8.4%, children's use was down 80%, wi-fi use : down 16.4%; *patron cards*: city registrations made up 58.3% of library users, county patrons 38.5% and non-resident registered patrons 3.2%. There were 57 tech assists in April.

3. **New Business**

- a. It is budget time again. Mayor Nelson is supposed to provide department heads with information in the next week so we can prepare our budgets. He did state that he would like our budgets to remain steady if possible. Katie asked that she be emailed a copy of the budget for FY 20/21. It will be sent out this week.

- b. The Memorandum of Understanding (MOU) between AFSCME Local #316, the City Mayor, and library has been signed by Board Chair Vogeles. We are waiting on the Mayor and Union President to sign the agreement before planning on moving ahead with any changes required by the Union agreement.
- c. The Summer Food Program is scheduled to start up Wednesday, June 2<sup>nd</sup>, 2020 at 11:00 am. The program will be run like last year, out of the parking lot with meals available Monday, Wednesday, and Friday of each week except for holidays. Each day students will be given two meals for multiple days. Look for the information on our website and Facebook page.
- d. Bill Hanson has stated that he would like to pass his seat on the Board along to someone else that may be interested in serving for a term or two. There are currently two library patrons that have submitted letters of interest in any vacant seats: Kate Morton and Gail Norman. Their letters will be passed along to the Mayor and Council for consideration and appointment.
- e. The Laurel High School will be sending some of their students to help with the Summer Reading Program. Laurel Book Buzz, FWP, and library staff will share summer reading duties. Story time and activities will start at 10:30 am on Wednesday and run about an hour. This is an optimal time for students to then grab their lunches before heading home for the afternoon.

#### 4. Old Business

- a. Library staff have talked about updating the mask policy to be a "recommend" status for patrons rather than a required statement. Staff members are starting to feel uncomfortable with statements made by patrons about the current policy. All but one staff member is fully vaccinated and don't feel that getting the virus at this time is an issue. Extending the open to time 7:30 pm was also talked about but it was decided that this would be left up to the discretion of the library staff and director.
- b. There were a number of activities that happened at the library in the last couple of months. The Laurel Women in Business presented the Easter play and Storytime on March 31<sup>st</sup>. There were 64 attendees; 36 children and 28 adults. The hotspot PSAs are now available for viewing and will be run on the local stations soon. Nancy attended a couple days of the MLA workshops online during April along with a membership meeting. The South Central Federation Plan of Service is ready for signatures. Each library will be getting about \$200 more than last year due to the ineligibility of one library member.
- c. The final numbers for the book sale was \$4,074.00. This will be deposited in the Foundation account to use for new books and supplies for the library.

5. Other Items

a. Upcoming Items:

Sick leave & holidays: Geralyn is using a significant amount of sick leave to take her husband and brother to appointments. She is also experiencing difficulties with her vision. Her eye doctor doesn't seem to be able to get her prescription corrected enough for her to see computers up close. She has gone home many afternoons with headaches because of this. Nancy has also had to take some extended sick time to take her husband to doctor appointments for his heart. Once his doctor okays him for driving, she won't need to take as much time off. The library will be open on each Saturday before the Memorial Day and 4<sup>th</sup> of July holidays. It will be closed on those respective Mondays.

6. Announcements

- a. Next regular meeting is Tuesday, June 8, 2021 at 6:30 pm in the Community Room of the Laurel Public Library. Meetings from this date forward will stay on the 2<sup>nd</sup> Tuesday of each month but will start at 6:30 pm.

Katie motioned the meeting be adjourned at 7:31 pm. Bill seconded the motion, meeting adjourned.

Respectfully submitted,

*Nancy L Schmidt*

Nancy L Schmidt  
Secretary for the Board

**NOTE: This meeting is open to the public. This meeting is for information and discussion of listed agenda items.**