

MINUTES  
CITY OF LAUREL  
Library Board

06/08/2021

06:31 PM

Laurel Public Library

**COMMITTEE MEMBERS PRESENT:**

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

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

**OTHERS PRESENT:** None

**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.*

- a. Addressing the Board - None

**2. General Items**

- a. The minutes for May 2021 were presented for approval by the Library Board members. Katie motioned the minutes be approved, Bill seconded the motion. Minutes were approved.
- b. The library received two items of correspondence: a \$500 donation from Terrell's Office Supplies and a \$500 donation from Hannah Morgan to cover the cost of her overdue items.
- c. Circulation Report - *Traffic*: down 39.9%; *circulation*: all items circulated totaled 3,531 (including 472 eBooks), book circulation was up 41.7%, media circulation was down 6.10%, eBook checkouts for this month was 14.5% of total book circulation, we circulated 669 items to partners and 200 items from other libraries; *computers*: internet use was up 34.3%, children's use was up 110%, wi-fi use : up 21.1%; *patron cards*: not available at this time. There were 56 tech assists in May. The numbers are up for both circulation of items and computer use at the library.

**3. New Business**

- a. The Summer Reading Program started off to a mild start this year. The first week of activities only had 3 participants but it is expected to pick up quickly. The in-library programming is going to be a joint effort of the Laurel School librarians,

Fish, Wildlife & Parks and Library staff. There will be an activity each week with one of these groups with online participation of readSQUARED being strongly encouraged.

- b. There are two letters of interest for the seat that Bill will be vacating at the end of June. Both Kate Manley and Gail Norman have submitted letters to the library for appointment. These will be turned in to the Mayor for final appointment at the Council Meeting later in June.
- c. Library staff are very excited about the lease of a new printer from Terrell's Office Supplies. We are opting to remove the small HP 5250n desktop printer from behind the desk and the Sharp MX-M3232d copier from the library and replace them with one machine – a Kyocera taskALPHA color copier/printer that can do more than both machines combines.

#### 4. Old Business

- a. The library budget should be ready by the end of June. We are waiting on the numbers for computing payroll deductions. As soon as those numbers are sent over from the clerk/treasurer's office, the budget will be completed. There will also be an allowance for union wage increases if the bargaining agreement calls for said increases.
- b. The summer food program provided in partnership with the Laurel School District started on June 2<sup>nd</sup>, 2021. The meals will again be handed out in the parking lot on Monday, Wednesday, and Friday of each week (except the holiday) from 11:00 am to 12:30 pm. It is important that we let everyone know that these meals are available to ALL children ages 18 and under regardless of income. We know that many students don't get enough to eat during the summer because school is out, so we want to make sure they are aware that this program is available. It only takes one family member to come and pick up meals for all of the children in their family. They don't have to bring all family members unless they want to 'picnic' on the library lawn.

#### 5. Other Items

- a. Upcoming Items:  
Sick leave is still being used by library staff at a significant rate. Geralyn is still using her leave for family members, Mike has been dealing with putting his dad into care, and Nancy is taking herself and her husband to doctor appointments. Hopefully, this will slow down soon.

#### 6. Announcements

- a. Next regular meeting is Thursday, July 8, 2021 at 6:30 pm in the Community Room of the Laurel Public Library.

Bill motioned the meeting be adjourned at 7:20 pm. Katie 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.**