

MINUTES  
CITY OF LAUREL

11/12/2024

06:06 PM

Laurel Public Library

**COMMITTEE MEMBERS PRESENT:**

X Katie Fjelstad	X Arthur Vogele
X Kate Manley – Board Chair	X Paige Farmer
X Nancy Schmidt, Secretary	Mary Nelson
Clair Killebrew – Foundation Liaison	

**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 October 2024 were presented for approval. Arthur motioned the minutes be approved, Katie seconded the motion. Motion passed.
- b. Correspondence – a letter was received from DA Davidson for the Foundation; the foundation was listed as a beneficiary in Virginia Gomer’s estate. The amount that will be sent to the foundation will be determined after the first of the new year. Also, the librarian from Wedsworth Community Library sent a card with her returned book kit thanking the library for its efforts in providing book kits to other libraries but also wanted to emphasize how much they appreciate everything we have done, especially Eli.
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: up 20.6%; *circulation*: all items circulated totaled 4,801 (including 595 eBooks), book circulation was up 12.4%, media circulation was down 20%, eBook checkouts for this month was 13.5% of total book circulation, we circulated 1,041 items to partners and 356 items from other libraries; *computers*: internet use was up 5.7%, children’s use was up 5.7%, wi-fi use up 16.6%; *patron cards*: city patrons make up 62% of our registered users, county is 29% and state/out of county has 8.9% of our registered users.. There were 57 tech assists in October.

3. Old Business

- a. The final numbers for the book sale came to \$2,852.60. This gives us enough funds to think about ordering some new shelves. We made the bulk of our funding during the first week but we still managed to sell quite a few books over the two weeks.

- b. The contract for the soffit and fascia has been signed by Rob with Donahue Roofing. Nancy will give them a call next week to see when they are available to complete the work.
- c. The board was sent the Collection Development Policy to review. Since this is a long policy, Nancy suggested that we take more time to review the policy and discuss how we want to proceed with updating it. Do we want to remove some parts, update others, completely revamp the whole policy? This will be discussed further at our next meeting.

#### 4. New Business

- a. Paige wanted to see if the library would like to participate in “Elf On The Shelf” activities for December. She has some great ideas that we can use for the program. We can post the elf activities on our Facebook page to see what kind of ‘mischief’ the elves could get into at the library. She suggested that we end the program with a “pajama party” with the movie ELF and hot chocolate & cookies on Friday, December 20<sup>th</sup>, 5:00 to 7:00 pm. Arthur stated that he would see if he had another elf at home to use with the elf that Paige has already. The activities will be a joint effort among staff and board members. It will go from December 1<sup>st</sup> through December 20<sup>th</sup>. More ideas will be shared throughout the month.
- b. Nancy had sent a couple of YouTube videos to board members to view before our regular meeting. The state library is encouraging all board members to participate in continuing education units so they can receive their certification. Board members stated that they found the videos very interesting. They asked about the Trustee Newsletter and how to signup for it. Any questions they have can be asked and answered at future meetings. Our goal is to complete 3 hours of continuing education training for all members before the end of the fiscal year.
- c. With the completion of the book sale, it has been suggested that we order some book shelves for the fiction section of the library. During a day working out front, Nancy realized that if we move some older shelves to different areas, we could expand some of the space for fiction and videos. We are hoping to some day replace ALL of the old shelves in the library with new and improved versions. Board members felt that this would be an excellent area to make improvements right away.

#### 5. Other Items

- a. Upcoming Items:

Just a reminder: the library to be closed for the 4-day Thanksgiving weekend. It will be a good time for staff to take some vacation days.

#### 6. Announcements

- a. The next regular meeting is December 10<sup>th</sup>, 2024 at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

Meeting adjourned at 6:55 pm.

Respectfully submitted,

*Nancy L Schmidt*

Nancy L Schmidt  
Library Director  
Secretary for the Board

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