

MINUTES
CITY OF LAUREL
Library Board

12/13/2022

06:00 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad

X Kate Manley - online

X Nancy Schmidt, Secretary

X Clair Killebrew – Foundation Liaison - online

X Arthur Vogeleson, Board Chair

X Lela Schlitz

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. Kate motioned that the minutes for October 2022 and November 2022 board meetings be adopted as presented. Lela seconded the motion, passed.
- b. The library received a \$50 donation from Ray Wells, \$250 from Virginia Gomer, \$40 from the morning book club, and a \$500 bequest from the estate of Todd Yeager.
- c. **Circulation Report** - *Traffic*: up 6.4%; *circulation*: all items circulated totaled 4,033 (including 507 eBooks), book circulation was up 7.3%, media circulation was down 7.3%, eBook checkouts for this month was 13.7% of total book circulation, we circulated 1,079 items to partners and 188 items from other libraries; *computers*: internet use was up 17%, children's use was down 61.9%, wi-fi use up 96.9%; *patron cards*: city patrons make up 60.9% of registered users, county 28.4% and out of county users make up 10.7%. There were 45 tech assists in November.

3. **New Business**

- a. Evaluations have been completed for all library staff. The Board Chair should probably sign off on each evaluation so he has an idea how staff members are doing on the job. These will be turned in to the mayor's office for his approval then put into their personnel files.
- b. By the next Board meeting in January, we should have new shelves installed in the children's area. The mayor had authorized purchase of a shelf unit to replace those that are falling apart and have become a danger to our young patrons. MCE has called with the information that we need to make some adjustments to the current shelf design because they are too large to get through the doors. Once the adjustments have been made and a driver is available, we will have new shelves installed.

4. Old Business

- a. Nancy sent copies of the library policies home with the board members for review. It was suggested that we review and update the Collection Management Policy in January. The rest of the policies will be reviewed and updated at later subsequent board meetings. The recommendation of the State Library is to update policies every 3-5 years. By-laws were the latest policy to be updated and that was in 2020 when Dixie was still on the board.
- b. We are planning to go to the City Council with the mill levy request in January. If we want to get the resolution heard, and passed, to be put on the June election we need to have this to the Council by the end of January. This will involve meeting with the city attorney to work on verbiage and a definitive timeline. Once we have the details worked out, we can take the request to the Council.
- c. The final numbers for our fall book sale was \$2,728.93. This will be put into the Foundation account to be used for purchasing more books, etc. Suggestions are welcomed for what we need to purchase. Currently, the fax service and Prime membership are being paid out of this account monthly.

5. Other Items

- a. Upcoming Items:

With the holidays falling on the weekend this year, I am planning for staff to close early on each of the Saturdays before Christmas and New Year's. Arthur stated that the library should be closed for the whole weekend rather than have the staff work a part day just to have a couple days off. "If there is no great demand to be open, we should have it closed all weekend." All board members are in complete agreement. Staff are willing to take a couple extra days off to enjoy the holidays.

6. Announcements

- a. The next regular meeting is January 10, 2023 at 6:00 pm in the library community room.

Motion to adjourn made by Kate, seconded by Lela. Meeting adjourned at 7:00 pm.

Respectfully submitted,



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.