

MINUTES
CITY OF LAUREL
Library Board

09/08/2020

06:05 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Dixie Feller, Federation Representative	X Arthur Vogelee, Board Chair
X Bill Hanson, Vice-Chairman	Samantha Barnhart – via phone
X Nancy Schmidt, Secretary	X Clair Killebrew – Foundation Liaison
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.

a. Addressing the Board

2. General Items

- a. Dixie motioned the Library Board minutes for August 2020 be accepted as presented, Bill seconded the motion; motion passed.
- b. Ray Wells made another donation to the library in the amount of \$50.00 and Ila Perhus donated in memory of Della Hallen. Clair Killebrew turned in a letter of interest for the open position of the library board. Dixie motioned that the Board accept Clair's letter of interest, Sam seconded the motion. Motion passed. Nancy will forward the letter to Mayor Nelson via Brittney for appointment.
- c. Circulation Report - Traffic: down 9%; circulation: all items circulated totaled 3,876 (including 546 eBooks), book circulation was down 14%, media circulation was down 31%, eBook checkouts for this month was 13.6% of total book circulation, we circulated 750 items to partners and 128 items from other libraries; computers: internet use was down 17 %, children's use was down 55%, wi-fi use : down 20%; patron cards: city registrations made up 64.9% of library users, county patrons 31.9% and non-resident registered patrons 2.8%. There were 67 tech assists in August.

3. New Business

- a. There was discussion concerning the possibility of reducing the amount that the library is requesting for its budget. We can comfortably decrease our budget to 33.87 mills without cutting wages or major areas of expense. This will be presented at the next Council meeting, if time is allowed. The question concerning staff wages was brought forward by the Director as to whether the wages should be cut back to last year's amount or keep them at the projected increase. There were also a few suggestions that wages of the Assistant Director and Tech Services Librarian should be reset but the rest of the staff left at the higher amount until those two staff members are accepted into the Union. Board members declined this option and stated that "staff need to be paid a decent wage no matter what anyone else thinks". It was decided that the library would do its best to find funding to pay for new books, etc., but keep staff wages at the current levels.
- b. It is time to review and update the Library Use Policy. The only change suggested was to add the cost of 3D printed items. Currently most items are \$1 per item depending upon the size of the item. Very large items could cost up to \$5 each.
- c. Mike applied for a grant to receive a NASA STEM Facilitation kit from Starnet and NASA@MyLibrary. The kit contains activities for make-and-take kits using infrared thermometers, Code-a-Pillar Twist, Code Hopper, and space rocks.
- d. A book sale is being scheduled for late October. After some discussion it was decided that the book sale would be held for two weeks rather than one. Items bought at the sale would be on a donation amount basis.

4. Old Business

- a. The Fall Federation meeting will be held Saturday, September 12, 2020 online at 10:00 am. The meeting is expected to last only a couple hours and will be hosted through Laurel for anyone that would like to attend.
- b. There were 11,915 meals served from the library to local families from March 20, 2020 through August 17, 2020. We have let the school district know that we are available for serving lunches and breakfasts should the need arise in the future.
- c. We had 45 patrons register for the Summer Reading program this summer. There was a total of 76,842 minutes read during the program with 165 prizes (reading brag tags) given away. Sam suggested that we partner with Barnes & Noble next year to have book fair to help raise funds for programming.
- d. Invoice reviews will be done separately from the rest of the Board meetings. If there is an item that needs to be brought to the attention of the entire Board, i.e. needs a vote, the Chair will bring it forward.
- e. Under Foundation Business there were some items that needed to be reimbursed. The account is able to pay these items and budget for a few others. We are hoping for a successful book sale so we can purchase more books.

5. Other Items

- a. Upcoming Items:
None

6. Announcements

- a. Next regular meeting is Tuesday, October 13, 2020 at 6:00 pm in the Community Room of the Laurel Public Library.

Dixie motioned to adjourn the meeting at 6:51 pm, Bill seconded the motion; motion passed.

Respectfully submitted,

A handwritten signature in cursive script that reads "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.