

MINUTES
CITY OF LAUREL

01/14/2025

06:10 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad	X Arthur Vogelee
X Kate Manley – Board Chair	X Paige Farmer - online
X Nancy Schmidt, Secretary	X Mary Nelson
X 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 December 2024 were presented for approval. Mary motioned the minutes be approved, Paige seconded the motion. Motion passed.
- b. Correspondence – The foundation received a \$500 donation from Blackbaud Giving Fund and we received notice that the estate of Virginia Gomer has bequeathed her estate to the foundation. When we have some final numbers, it will be shared with the board members.
- c. **Circulation Report** – (compared to the same time period as last year) *Traffic:* down 4.5%; *circulation:* all items circulated totaled 4,313 (including 609 eBooks), book circulation was up 2.8%, media circulation was up 142%, eBook checkouts for this month was 16.2% of total book circulation, we circulated 796 items to partners and 280 items from other libraries; *computers:* internet use was up 1.37%, children's use was up 67%, wi-fi use up 12.42%; *patron cards:* city patrons make up 62.4% of our registered users, county is 26.7% and state/out of county has 9% of our registered users. There were 61 tech assists in December.

3. **Old Business**

- a. The final activity with the elves was a pajama/cocoa party. Paige and Ada provided the cocoa with marshmallows and candy canes. Kate made candy cane popcorn to share during the movie. We had 5 children and 5 adults attend to watch ELF with us. We were hoping to see more patrons attend but we realize that maybe next year we should have our activity at a different time rather than on the Friday just before Christmas when everyone is already in vacation mode. Since this month-long activity was such a great success we welcome any ideas for Easter.
- b. The soffit & fascia work is almost completed. The workers were here on December 20th and 21st trying to get the work done before the holidays. Hopefully any unfinished work will be done early in January.

- c. Board members have been reviewing our Collection Development Policy for the library. Nancy suggested that we divide the policy into 3 smaller policies: the Freedom to Read Policy, ALA Bill of Rights, and Collection Development Policy. Copies of the two smaller policies were passed out to board members for review. It was motioned by Arthur that the Freedom to Read Policy and the ALA Library Bill of Rights be adopted as presented. Katie seconded the motion to adopt the policies. Motion passed. The final copy of the Collection Development Policy will be presented at the next meeting.

4. New Business

- a. The board members were sent links to two MSL Learn YouTube videos as part of their training. The videos [Budgeting Responsibilities for Public Library Trustees\(2024\)](#) and [Strategic Planning: An Overview for Public Library Trustees](#) were discussed. One question that was asked concerned the development of a Library Depreciation Fund. Kate was questioning how we would go about creating this fund for the library. It is something that the council would have to vote to create using the monies left over from the library's annual budget. Katie asked if this is something that could be done soon. Nancy stated that this would have to be an official request to the council by the board members.
- b. Board members discussed the idea of making changes to our library card application. We've had a parent ask us to limit the items their child checks out to just one or two. We don't have the ability to put those kinds of limits on cards. After a significant amount of discussion, it was decided that we don't have the authority to legally limit the number of items someone checks out on their card. It was the consensus of all board members that it is up to the parent to monitor her child's card use.

5. Other Items

- a. Upcoming Items: None
- b. Board Concerns: The idea of asking for a mill levy was briefly discussed. Nancy will talk to the city mayor and attorney to see what they think about moving it forward this year.

6. Announcements

- a. The next regular meeting is February 11th, 2025 at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

Meeting adjourned at 7:28 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.