

SCOTT COUNTY LIBRARY

MINUTES OF MAY 21, 2020

Thursday May 21, 2020

Online Meeting

5:30 p.m.

Ed Speiker called the meeting to order.

Roll call was taken.

MEMBERS PRESENT: Michelle Salmonson, Ed Speiker, Jill Kufrin, Lauren Spranger, Commissioner Weckman Brekke

MEMBERS ABSENT: Joyce Bailey

OTHERS PRESENT: Jacob Grussing, Cindy Purser, Kristy Rieger, Sarah Geffre, Lisa Pollard

There was no public comment.

- ❖ Consent Agenda
 - Minutes – February 2020
 - Activity Report –None
 - Financial Report – April 2020
 - Acceptance of written reports

A MOTION WAS MADE BY SPRANGER AND SECONDED BY KUFRIN to approve the Consent Agenda.

MOTION CARRIED

❖ **INFORMATION/DISCUSSION**

LIBRARY OPERATIONAL PLAN

Jake presented the Library Operational Plan as it is the current guiding document for our current state of library operations. It was developed by the Library Management Team (Jake Grussing, Cindy Purser, Kristy Rieger, Lisa Pollard, Paula LaFrenierre, Sarah Ethier, Sarah Geffre, Barb Hegfors, Lori Weldon, Stacy Lenarz, Amy Boese, and Brittany Brown). The document was originally presented to the Library board in mid-April, but public computer access has been added to the document. The document has been reviewed by multiple County departments such as risk, health and safety and the attorney's office, before the County Administrator reviewed and signed off on it. The Library Board reviewed the document and gave positive feedback.

EXTENDED ACCESS UPDATE

Due to Bibliotheca (vendor) not allowing field technicians to work in April and May the Extended Access project is on hold. Additionally, Bibliotheca has had revenue issues and furloughed a number of their staff. Jake consulted with Bibliotheca staff and they anticipate being out to the Jordan Library in 2-4 weeks to continue installation. Due to issues with tracking how many individuals can be in the library space at a time and increased cleaning regiments due to COVID-19 the launch of Extended Access is on hold until further notice.

PERFORMANCE MEASURES

An activity report was not provided to the board as it is not an accurate representation of our activities and statistics in the modified service environment we are currently operating in. Jake worked with staff to determine what statistics to track during this time and presented the revised statistics to the board. Included in materials statistics were: number of curbside appointments made, percentage of curbside appointments kept (user showed up), number of items circulated via curbside, digital circulation (eBooks, eAudiobooks, eMagazines), number of items put on hold, new library cards created via online form. Included in Learning and Outreach statistics were: open rate of newsletters, views of mini Early Literacy Classes, At Home art workshops, Trivia for kids/families and adults, outreach at the Juvenile Alternative Facility, book club meetings (via Zoom), Library to You program (providing materials to Long Term Care residents in a no contact way), and Beanstack Spring Reading Challenge.

BUDGET

In light of revenue reductions for both the library and for the county overall, the County Administrator and County Finance Officer has directed staff to make cuts to their budget for 2020 and have given direction to staff to look at cuts for the 2021 budget as well. More details to come in late 2020.

FUTURE MEETINGS

Library Board meetings likely need to meet via an online platform for a while. Jake asked if the board had preferences for platform, would like to change schedule, frequency, etc. The board members indicated they would like to keep Skype as it has a call in and online option, and that they would like to keep the same date/time schedule as always. The board would like to meet monthly if possible but only if there are topics or issues to meet about.

❖ ORAL REPORTS

SPRANGER: Lauren has enjoyed the Library Newsletter and social media

KUFRIN: Jill has enjoyed curbside pick-up.

SALMONSON: Michelle also has enjoyed the Library Newsletter.

SPEIKER: Ed thinks the library staff did a great job quickly reacting and pivoting services.

COMMISSIONER WECKMAN BREKKE: Other county services (Household Hazardous Waste, DMV, etc.) are also providing services by appointment and expects that appointments/phone/email/drop-off services will continue. Barb also tried curbside pick-up and found it to be a smooth and enjoyable experience.

DIRECTOR: Library staff continue to try to step up to help meet county needs (JAF, Jail, Customer Service, etc.) and Jake is proud.

ASSOCIATE DIRECTOR: Demand for electronic materials continues to increase substantially. MELSA purchased additional electronic copies to the shared regional pool for titles with long wait lists. Cindy has also been working hard to connect with staff during this time meeting with managers frequently via phone calls.

LIBRARY TECHNOLOGY MANAGER: PC by appointment will utilize the same software that staff and customers currently use for curbside pick-up.

LEARNING AND OUTREACH MANAGER: Lisa included an article snippet for the Scott County Scene in the email to the board. The article will be going out in the June/July edition of the Scott County Scene. The article was due by May 1st which is why the details of the article are vague, however, Lisa wanted to get Summer Reading program information out to everyone in the county and the Scott County Scene is mailed to every household in Scott County. Lisa has also been dropping flyers off at various places.

The Summer Reading program will be primarily mail out this year. There is a sixteen-page booklet for three age groups (0-5, 6-11 and 12-18) that supplements online storytimes, trivia on Tuesdays, Wednesday workouts, etc. that will be available as well. Events will be mailed out or curbside pick-up. The goal is to have activities away from screens because many families are experiencing screen fatigue.

MOTION BY KUFRIN AND SECONDED BY SALMONSON to adjourn the meeting.

MOTION CARRIED

Ed Speiker, President

Sarah Geffre for
Lauren Spranger, Secretary

The next library board meeting is June 18, 2020 at 5:30 p.m. via Skype.