



Rochester Public Library Board Agenda
Library Meeting Room C
101 2nd Street SE

Regular Meeting

May 15, 2019
04:30 PM

We strengthen community and enrich lives by sparking imagination, creativity, engagement and learning.
First Class City, First Class Service.

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. NEW BUSINESS

- 3.1. Future Library Planning
- 3.2. Strategic Plan Alignment with City's Strategic Priorities
- 3.3. Library Video

4. SHARING STRENGTHS

- 4.1. Community Survey Results

5. CONSENSUS AGENDA

5.A. *Approval of Minutes*

- 5.A.1. April 17, 2019 Library Board Meeting Minutes

5.B. *Approval of Bills*

5.C. *Review of Monthly Reports*

- 5.C.1. April 2019 Monthly Report

6. PRESIDENT'S BUSINESS

6.A. *Foundation Report*

- 6.A.1. Foundation Report

6.B. *Friend's Report*

6.C. *SELCO Report*

6.D. *Teen Library Council Report*

7. OLD BUSINESS

7.1. Transparency and Video

8. DIRECTOR'S INFORMATIONAL ITEMS

8.1. Team Updates

8.2. Upcoming items

9. QUESTION TIME

10. ADJOURN

<u>INFORMATIONAL ITEM</u>		MEETING DATE: 5/15/2019
AGENDA SECTION:	ORIGINATING DEPT: Library	
ITEM DESCRIPTION: Future Library Planning	PREPARED BY: Audrey Betcher	
<p>Steve Rymer will be at the board meeting to provide more information and discuss possible steps forward in library space planning.</p>		

<u>INFORMATIONAL ITEM</u>		MEETING DATE: 5/15/2019
AGENDA SECTION:	ORIGINATING DEPT: Library	
ITEM DESCRIPTION: Strategic Plan Alignment with City's Strategic Priorities	PREPARED BY: Audrey Betcher	
<p>Since City Administrator Steve Rymer will be at the Library Board meeting, the Planning Committee decided to have the alignment conversation at the full board meeting rather than at a Planning Committee meeting.</p>		

<u>INFORMATIONAL ITEM</u>		MEETING DATE: 5/15/2019
AGENDA SECTION:	ORIGINATING DEPT: Library	
ITEM DESCRIPTION: Library Video	PREPARED BY: Audrey Betcher	
<p>The Friends of the Library funded a video highlighting the programs that were included in the National Medal win. We will share that video with you.</p>		

INFORMATIONAL ITEM**MEETING DATE:**
5/15/2019**AGENDA SECTION:****ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

Community Survey Results

PREPARED BY:

Audrey Betcher

Karen will share the results from the 2019 Library User/Community Survey.

The 2019 survey includes results and input from over 2,300 respondents and was conducted through offsite events and via email to library cardholders.

BOARD ACTION**MEETING DATE:**

5/15/2019

AGENDA SECTION:**ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

April 17, 2019 Library Board Meeting Minutes

PREPARED BY:

Purna Gurung

BOARD ACTION REQUESTED:

Approve the April 17, 2019 Library Board meeting minutes.

Rochester Public Library Board of Trustees
Wednesday, April 17, 2019
4:30 PM, Library Meeting Room C

OPEN COMMENT PERIOD

Stephanie Saathoff asked if there were any comments from the public. There were no public comments.

CALL TO ORDER AND APPROVAL OF AGENDA

The regular meeting of the Rochester Public Library Board of Trustees was called to order by President Stephanie Saathoff at 4:32PM.

Members Present: Antinea Ascione, Rebekah DeYoung, Joshua DeFrang, Jennifer Fahse, Omar Nur, Erin Pagel, and Stephanie Saathoff.

Members Absent: Ken Brown and Amy Ward.

Staff Present: Audrey Betcher, Library Director; Heather Acerro, Head of Youth Services; Karen Lemke, Head of Marketing and Community Engagement; Steve Mosing, Automation Systems Manager; Keri Ostby, Head of Technical Services; Andy Stehr, Circulation Services Manager; Sara Patalita, Head of Reference Services; and Purna Gurung, Administrative Services Manager.

AGENDA

Motion by Rebekah DeYoung, seconded by Antinea Ascione, to approve the agenda as presented. Motion carried.

CONSENSUS AGENDA

Motion by Rebekah DeYoung, seconded by Antinea Ascione, to approve the consensus agenda. Motion carried.

ORIENTATION WITH CITY ATTORNEY

Jason Loos, the City Attorney, reviewed open meeting laws and other pertinent topics with the Library Board. The City Attorney's Office will be conducting the Government Records and Government Meetings training with elected and appointed officials annually. Jason noted that as an elected or appointed representative to the City of Rochester, Board members are records custodians and that it is their responsibility to maintain any records in their possession as stated by MINN. STAT. 13.02 SUBD.7. These records can include handwritten notes, faxes, texts, emails, photocopies etc. Originals of documents would be with the Library. The City has an email retention period of 60 days. Attachments on a Board member's personal device could be requested by the public as part of a data

request. Sub Committees would also be subject to the same rules. Audrey Betcher noted that all Sub Committee documents come back to the Library Board for approval/action.

Records fit into two general categories

1. Official records
2. Non-official records, which include
 - a. Transitory records
 - b. Non-record messages
 - c. Personal messages

The category determines whether it needs to be retained. The records retention determines how long each type of record needs to be kept. Electronic communication can include social media and text messaging during meetings. Jason reviewed the use of City server vs. private server.

All meetings of the City Council, City Committees, and Boards and Commissions must be open to the public. Open to the public means

1. At least 72 hours advance notice of the meeting (can be adopted schedule)
2. Public access to the meeting
3. Public record of votes taken during the meeting
4. Public access to meeting materials

Public access does not mean the public has the right to speak or participate in the meeting. Jason reviewed the topic of quorum's outside of scheduled meetings. Audrey asked if personal notes are considered public. He noted these are considered public as long as you keep them. Jason added that the City Attorney Office and the Office of the City Clerk's would be able to answer any questions or provide more information. The Board thanked Jason for the presentation.

PRESIDENT'S BUSINESS

Foundation Report

Audrey Betcher shared the Foundation Report.

- Karen Lemke presented on the Books and Brews fundraiser
- The Foundation is working on the Board Giving campaign.
- The Foundation continues to work with Karen on possibly changing their logo to align with the Library.
- Kim Edson presented about services at Charter House and it was so well received that another presentation is planned in early April for all residents.
- The Executive Director Search Committee is meeting on Monday.

Friends Report

John Hunziker reported the Friends have raised over \$25,000 of the \$22,500 matching grant for the Rochester Reading Champions Program. The *Books and Brew* event, in partnership with Whistle

Binkies South (5PM-9PM) and Dunn Brother North (11AM-7PM), held on April 11, 2019, raised over \$1,000 for the program. At the March 11th Board meeting, the Friends approved \$4,000 to support a PostSecret event--an ongoing community art project where people write down their secrets anonymously on one side of a postcard and "release" the secret. Staff are currently in talks to bring Frank Warren, the creator of PostSecret, to Rochester in conjunction with a Mental Health Exhibit at the Art Center.

SELCO Report

Joshua DeFrang reported the Quarterly Board meeting is scheduled for next Tuesday. He is currently on the Committee that is working on the Executive Director's performance evaluation. The Committee is looking at getting more input from staff and other Library Directors.

Teen Library Council (TLC) Report

There is no report.

2020 Action Plans

The Administrative Team brings forward the 2020 Action Plans for approval. As we make adjustments for change in the City budget cycle, we will need to update Library annual board schedule to better fit the City budget cycle. Audrey Betcher noted that the Action Plans are now divided into two sections-2020 Evaluation Items and 2020 Ongoing Actions. Joshua DeFrang inquired if staff are satisfied with the progress. Audrey replied that we are happy with the planning progress. Stephanie Saathoff commented the Action Plans seem more focused. Erin Pagel cautioned staff about patron survey fatigue and challenged the team to look at non-survey ways to get at outcome data.

Motion by Antinea Ascione, seconded by Omar Nur to approve the 2020 Action Plans. Motion carried.

Finance Committee

The Finance Committee met and brings forward a recommendation for the 2020 Budget.

Operating Request Decision Packs

1. 10 hours of Librarian I-a 30 hour fully benefitted Librarian I is retiring and we would like to add 10 hours to convert this 0.75 FTE to 1.0 FTE.
2. BLUEcloud Analytics and eRM-data driven tools to help analyze, evaluate, and make informed decisions; manage subscriptions, vendor contacts, licensing, usage statistics, etc.
3. Kanope Streaming Video Service-annual subscription for access to educational and entertainment videos.

Capital Improvements (CIP) Decision Packs

1. Technology Hardware/Software Equipment Replacement-replace end of life hardware and software.
2. Building Improvement Fund-2019 projects include entryway, stairway and hallway painting project, 28 inch power brush sweeper to supplement ramp snow removal, Reference kiosk stands, replacement office chairs, etc.
3. Deferred Building Maintenance-5 year plan to replace major equipment, roof replacement, building envelopment repair, etc.

We will prioritize the decision packs based on feedback from City Administration.

Deferred Building Request-we are still having conversation with the City. The Decision Packs are not due until the end of May and we expect to get additional instructions from City Finance.

Joshua DeFrang asked when we would have conversations about an expansion or relocation. Audrey Betcher noted the planning work the Board conducted sets a strong foundation and position for conversations with Council. She added that we all want what is best for the community.

Motion by Erin Pagel, seconded by Rebekah DeYoung, to approve the 2020 Budget Decision Packs and Capital Improvements recommendation. Motion carried.

NEW BUSINESS

Use of SELCO Garage

The City Attorney has drafted a contract for site access and agreements to hold SELCO harmless in order for RPL to use the off-site garage. There were questions regarding the start and end dates. The start date will be April 30, 2019 and the end date will be decided after consulting with Kim Edson.

Motion by Erin Pagel, seconded by Joshua DeFrang, to approve the contract for use of the SELCO Garage. Motion carried.

Nayak Cashless and Remote Monitoring Solution Agreement

The Library has a Scanner/Fax Machine that came equipped with a credit card terminal. Nayax is the intermediary company that processes the credit card payments and disburses the funds to the Library. We have arranged with Nayax to receive proceeds from the credit card terminal on a monthly basis via a physical check, which is what City Finance is recommending.

The City Attorney reviewed the agreement and recommended two changes. Nayax only agreed to one of the changes. We consulted with the City Attorney and the risk of litigation is low because point of sale processing is straightforward and not something that is often litigated. The City Attorney has

noted that there is some risk but not enough for him to advise against agreeing to the vendor's terms.

Since the Nayax terminal is the only compatible solution for our Scanner/Fax Station and the risk is low, we recommend moving forward with this agreement.

Motion by Rebekah, seconded by Erin Pagel, to approve the Nayak Cashless and Remote Monitoring Solution Agreement. Motion carried.

Lyngsoe Systems Service Agreement

The Library's Automated Materials Handling (AMH) system's service agreement is up for renewal. The 3 year agreement (2020-2023) includes a 24 hour Hotline, 3 service visits a year, a spare parts stocks, and extended parts warranty. The City Attorney has reviewed the agreement.

Motion by Antinea Ascione, seconded by Jenny Fahse, to approve the 3 year service agreement (2020-2023) with Lyngsoe Systems for RPL's Automated Materials Handling System. Motion carried.

Otto Bremer Trust Grant-Shared Social Worker Project

Between 2018 and 2019, five community partners collaborated to research and design the pilot Shared Social Worker Project (SSWP). The documented need for SSWP focuses on demographic disparities in Olmsted County, as well as a four-month study with RPL entitled *Social Worker or Public Health Nurse Initiative*.

The core of SSWP involves having a social worker based part-time at the Rochester Public Library (RPL) and part-time at the Boys and Girls Club of Rochester (Club) with three primary goals of connecting with customers/members, mentoring social work students, and guiding staff training. This position will be part of Olmsted County's Guiding Partners to Solutions (GPS) services, which is managed by Family Service Rochester (FSR). By "meeting them where they are at", trained GPS social workers can provide individuals, students, and families with information, resources, and case management to navigate through the challenges of daily living without experiencing the stigma and transportation issues of going to a social services building.

Seasoned social worker staff can also mentor students of Winona State University's (WSU) newly created Masters of Social Work degree program as they experience real-world situations, strengthening our upcoming workforce. Ongoing training of RPL and Club staff by the GPS social workers will also prepare staff at both organizations to handle a variety of behaviors and situations.

The Board had approved pursuing grant opportunities for a social worker initiative on May 16, 2018. We are now requesting formal approval to submit the Shared Social Worker Project grant application to the Otto Bremer Trust. We anticipate the application will be submitted on or before June 27, 2019.

Motion by Rebekah DeYoung, seconded by Omar Nur to approve submitting the Shared Social Worker Project grant to the Otto Bremer Trust. Motion carried.

DIRECTOR'S INFORMATION ITEMS

City Council Advance

The City Council had a discussion on April 5th of some of their top priorities. This is the start of a conversation to make sure City Council priorities are understood going into the budget process for 2020. Discussions were varied -- they included everything from making the board packets more manageable to exploring wellness programs to maintaining infrastructure. The 2020 budget is a one year budget. We will be working toward a 2 year operating budget with a 6 year budget forecast. The Library received some nice comments for our work. This is being incorporated into the City's budget process.

Stephanie Saathoff inquired if there were any challenges with a 2 year budget. Audrey Betcher replied that there are both pros and cons but that a Charter Board has the ability to move funds around. She added that RPL also has amazing Friends and Foundation support.

2020 Budget Process Update

Audrey Betcher gave an update about where we are with the 2020 Budget process.

Summer Catalog and Summer Playlist

Karen Lemke presented about the Summer Catalog, a joint venture with a number of City Departments including Park and Rec, Public Works, Public Transit, Rochester Police, etc. The Catalog, which will highlight activities outside the building, will be mailed to every city resident. There will also be an online version on RPL's website. The Summer Playlist Activity log will also be included in the Catalog.

Heather Acerro presented about Summer Playlist, which is back for the third year as RPL's all-ages reading and adventure program. Participants are invited to read, explore, create, and connect to earn rewards such as a bookbag, free book, History Center of Olmsted County pass, and chances to win fabulous raffle prizes. Also back this summer is the Golden Bookmobile search which encourages visits to the Library, Bookmobile, BookBike, and area mini-libraries for the chance to win a prize package.

Board Membership

Rebekah DeYoung has made the difficult decision to resign from the Library and Foundation Board effective at the end of April. We have notified the Mayor's office and the Foundation. We also need a volunteer for the Foundation Board, so we meet the 3 member requirement.

The Foundation meets the 4th Tuesday of the month (4:45PM-6PM). Stephanie Saathoff recognized Rebekah for her service and her leadership on the Library Board and presented her with a certificate of appreciation.

Board Training

Andy Stehr gave an update on the Board training. We are currently talking to the Diversity Council and are looking at 2 training dates including a one-on-one meeting with a Diversity Council Equity trainer and then a group session (the Board will be split into 2 groups). Board members will get an email with the surveys for the IDI (Intercultural Developmental Inventory) and ICS (Intercultural Conflict Style) first before the training sessions.

SHARING STRENGTHS/SEED LIBRARY UPDATE

Keri Ostby gave an update about the status of the Seed Library. She reviewed how and why it was established and shared examples of seed packets, programming feedback, and checkout statistics. Some interesting facts include:

- Hundreds of volunteer hours were donated to help package more than 50,000 seeds (over 6,000 packages).
- There are 45 types of seeds available, as well as community donated seeds.
- Each card can check out 10 packets of seed.
- 52% of the collection has been checked out.
- Each packet has directions on how to get seeds started.
- There are translated seed lists in Spanish, Arabic, and Somali.
- There were two Adult and one Kids Seed Saving Class. We will have a basket for people to put seeds they saved and are returning for the collection.

QUESTION TIME

Joshua DeFrang inquired about the meeting with Steve Rymer that was canceled. Audrey Betcher noted that she will be sending a meeting invite soon. Joshua suggested that if we extend an invitation to the Mayor. Audrey will email Mayor Norton as well.

There being no other business, the meeting adjourned at 5:54PM.

Antinea Ascione
Secretary

The next regular meeting of the Library Board will be May 15, 2019, 4:30PM in **Meeting Room C**.

BOARD ACTION**MEETING DATE:**

5/15/2019

AGENDA SECTION:**ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

April 2019 Monthly Report

PREPARED BY:

Purna Gurung

The April 2019 Monthly Report will be emailed to the Board early next week.

BOARD ACTION REQUESTED:

Approve the April 2019 Monthly Report.

<u>INFORMATIONAL ITEM</u>		MEETING DATE: 5/15/2019
AGENDA SECTION:	ORIGINATING DEPT: Library	
ITEM DESCRIPTION: Foundation Report		PREPARED BY: Audrey Betcher
<p>Program: Congratulations and thank you to Martha McClees for her time and continued service to the board.</p> <p>Friends Report: John reported the RRC fundraiser total is at \$25,019.15. Books & Brews Fundraiser raised over \$1,000.00</p> <p>Finance: Hope shared 4th qtr 2018 RAF reports and 1st qtr 2019 CAPTRUST reports. Also presented changes to the Investment Policy and the Endowment Policy.</p> <p>1. Investment Policy Statement and Asset Allocation: Update the Last Revision date to April 24, 2019, suggest to remove Current Column. In first paragraph replace the words: the purchase of additional books to library initiatives. Revise next sentence to: An average annual rate of return of 5% is desired. Under Liquidity paragraph take out entire 2nd sentence.</p> <p>2. Endowment Fund Policy: Update last Reviewed Date to April 23, 2019</p> <p>Development: Justin reported successful 2nd visit and talk by Kim Edson at Charter House. Summer Playlist has raised \$11,100; expecting additional funds for the program.</p> <p>New Business: 100% Board Giving Campaign has launched. We have 50% participation thus far.</p> <p>Schedule next meeting for branding team.</p> <p>Our next board meeting is May 28, 2019. Parking and AC (steam outage) will be an issue.</p>		

<u>INFORMATIONAL ITEM</u>		MEETING DATE: 5/15/2019
AGENDA SECTION:	ORIGINATING DEPT: Library	
ITEM DESCRIPTION: Transparency and Video	PREPARED BY: Audrey Betcher	
<p>City Council has requested that all boards and commissions video record their meetings beginning in July. We are working with City Administration to get the necessary equipment installed in Meeting Room C.</p>		

INFORMATIONAL ITEM**MEETING DATE:**
5/15/2019**AGENDA SECTION:****ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

Team Updates

PREPARED BY:

Audrey Betcher

Ingrid Alvarez is moving to Rochester to take the Librarian I position in Youth Services.

Elaina Sessions has moved from Circulation to Reference to take the Librarian I position that opened when Brian Lind became Librarian II.

We are currently in the process of hiring two Library Assistant II positions. (1 was Elaina's position and the other is the one funded by the Foundation for 2019.)

INFORMATIONAL ITEM**MEETING DATE:**
5/15/2019**AGENDA SECTION:****ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

Upcoming items

PREPARED BY:

Audrey Betcher

As of this writing, the Mayor has not appointed a replacement for Bekah.

The Mayor will be attending our June meeting.

We will also be reviewing data from Fine Forgiveness week at the June meeting.