



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

Regular Meeting

**September 19, 2018
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. CONSENSUS AGENDA

3.A. *Approval of Minutes*

3.A.1. August 15, 2018 Library Board Meeting Minutes

3.B. *Approval of Bills*

3.C. *Review of Monthly Reports*

3.C.1. August 2018 Monthly Report

4. PRESIDENT'S BUSINESS

4.A. *Foundation Report*

4.A.1. Wit, Wisdom, & Wine

4.B. *Friend's Report*

4.C. *SELCO Report*

4.D. *Teen Library Council Report*

4.E. *Committees*

4.E.1. Committee Work

5. NEW BUSINESS

5.1. October 2018 and November 2018 Board Meetings

6. OLD BUSINESS

6.1. Charette

6.2. City's Strategic Plan

7. DIRECTOR'S INFORMATIONAL ITEMS

7.1. Introduce Sara Patalita

7.2. Library Board Communication

8. SHARING STRENGTHS

8.1. Data Review

9. QUESTION TIME

10. ADJOURN

BOARD ACTION**MEETING DATE:**

9/19/2018

AGENDA SECTION:**ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

August 15, 2018 Library Board Meeting Minutes

PREPARED BY:

Purna Gurung

BOARD ACTION REQUESTED:

Approve the August 15, 2018 Library Board Meeting minutes.

Rochester Public Library Board of Trustees
Wednesday, August 15, 2018
4:30 PM, Library Meeting Room C

OPEN COMMENT PERIOD

Rebekah DeYoung asked if there were any comments from the public. Julie Gay asked to address the Library Board and inquired about the status of the Library's future building plans. Audrey Betcher noted that the Library is waiting for the City's Strategic Plan to be complete before we can have a better answer.

CALL TO ORDER AND APPROVAL OF AGENDA

The regular meeting of the Rochester Public Library Board of Trustees was called to order by President Rebekah DeYoung at 4:33 PM.

Members Present: Ken Brown, Rebekah DeYoung, Omar Nur, Erin Pagel, Stephanie Saathoff, Emily Wampfler, and Amy Ward.

Members Absent: Antinea Ascione, Madison Atkinson, and Joshua DeFrang.

Staff Present: Audrey Betcher, Library Director; Kim Edson, Head of Readers Services; Karen Lemke, Head of Marketing and Community Engagement; Keri Ostby, Head of Technical Services; Steve Mosing, Automation Systems Manager; Andy Stehr, Circulation Services Manager; and Purna Gurung, Administrative Services Manager.

Others Present: Kim Keilholtz, Friends of RPL; Julie Gay, and Paula Hardin.

AGENDA

Motion by Erin Pagel, seconded by Omar Nur, to approve the agenda as presented. Motion carried.

CONSENSUS AGENDA

Motion by Stephanie Saathoff, seconded by Amy Ward, to approve the consensus agenda. Motion carried.

PRESIDENT'S BUSINESS

Foundation Report

At the June Board meeting, Keri Ostby shared how the Foundation Allocation of \$71,000 will be spent in 2018. The Foundation received a \$5,000 grant from Associated Bank. The Summer Appeal went out in the mail highlighting the National Medal win. The Board voted that the "Foundation would make a

reasonable effort to engage sponsors by 2/1/2019 for Summer Playlist 2019." Library staff have asked for \$20,000 in cash sponsors for this program.

Policy review work continues by committees. The Foundation will help with the National Medal Party planning and event and will allocate \$2,000 for the party.

Erin Pagel noted that there were some questions about the DMC presentation at the Foundation meeting.

Friends Report

Kim Keilholtz reported the Friends had a successful Sidewalk Sale. She added that the Library Board should check out the new *Coffee Table Book Display Rack*. John Hunziker was able to secure a grant to build these racks. John also was able to get Nigon Woodworks to donate the labor and materials for the racks.

SELCO Report

Audrey Betcher noted that she was unable to attend the SELCO Advisory Committee meeting.

Teen Library Council (TLC) Report

Since Madison Atkinson is out of town, there is no report.

NEW BUSINESS

Non-Disclosure Agreement

We would like to have a volunteer start inputting data into our volunteer management system, Volgistics. To err on the side of caution, we recommend having her sign a non-disclosure agreement. We would use the form already approved by the City Attorney that we used with the social workers who reviewed our data.

Motion by Erin Pagel, seconded by Stephanie Saathoff, to approve the Non-Disclosure Agreement. Motion carried.

StoryCorps Contract

As part of winning the National Medal Award, we will be working with StoryCorps to collect oral histories in October. We will send the contract for approval via email after both attorneys have finalized the changes. There is currently some discussion around ownership of the content.

OLD BUSINESS

RPL/SELCO Digital Collection Sharing Update

Kim Edson gave an update on the sharing of our Overdrive collection with SELCO, whereby SELCO users can borrow RPL materials and vice versa. As of July 2018, 846 titles were used by SELCO patrons, which is 4% of RPL's digital circulation. Rochester patrons checked out 409 titles from SELCO, which is 2% of SELCO's digital circulation. These numbers indicate a good level of parity. We had the opportunity to do cost per circ for high demand items. SELCO does offer its patrons "request items for purchase" feature so we filter these out and Kim forwards these requests from SELCO patrons to them.

2019 Budget Update

We continue to work through the new budget process. We have received a preliminary approval of several decision packs for the Operating budget. This includes the hotspots, MCC rental, and supplemental contractual cleaning. Our highest priority item, a Library Assistant II position, was not funded.

One possibility would be to talk to the RPL Foundation and City Council to approve a plan to fund the position starting in 2019. For example, the Foundation funds at 100% for year 1, the City/Foundation fund 50/50 in 2020 and then the City funds in 2021 and beyond. Audrey noted that she would like the Board to discuss whether it supports talking to the RPL Foundation and City Council about this plan to fund a Library Assistant II position. A discussion ensued. The Board agreed that timing is essential as this allows us to leverage the National Medal win in a continuous way. Rebekah DeYoung asked if the Foundation has ever considered funding a position. Audrey noted that we would only move forward if the City guarantees that it would fund the position. Ken Brown asked if Steve Rymer has agreed to support this plan. Audrey noted that he is supportive.

Motion by Emily Wampfler, seconded by Ken Brown, to take the 3 year Library Assistant II funding proposal to the Foundation Board for approval, and subsequently to the City Council for approval. Motion carried.

We have also gotten some preliminary numbers back on the CIP budget as well. Computer replacement was funded at the requested amount and building improvements (not the building maintenance issues) were funded at a lower amount. Funding for the building maintenance issues begins in 2022. We need direction on what to do with the equipment replacement. The Guaranteed Energy Saving Program (GESP) would entail borrowing from our reserves and has a payback of over 11 years. If the City plans change and we have to move to a different location, it would not be worth the investment as a large portion of the cost of the project entails installation costs. However, we know that our chiller and building automation are beyond their useful life. There is a clause in the GESP proposal that gives the Library Board the option to elect not to move forward with the actual project. If the Library Board decides not to proceed forward with the project, the Library will need to compensate the vendor for the Detailed Engineering Study (DES). The DES provides investment grade budget and savings estimates

with detailed scopes of work. Even if we decide not to proceed with the project, the DES provides very useful information for future planning. The GESP proposal is currently being reviewed by Kevin Bright, the City's Energy and Sustainability Director and will subsequently be reviewed by the State of Minnesota Guaranteed Energy Savings Program staff.

DIRECTOR'S INFORMATIONAL ITEMS

Sarah Joynt, has been hired as the Librarian II in Youth Services. Her Librarian I position will be posted soon.

SHARING STRENGTHS/Government Alliance on Race and Equity (GARE) Update

Andy Stehr gave an update on the City's (Government Alliance on Race and Equity) GARE cohort, an equity decision toolkit that AT will begin using, and staff training with the Diversity Council. Andy is currently the Co-Chair of Rochester's GARE Team, which consists of representatives from every City department working together. Andy noted that equity is about removing barriers. He also spoke about equity at RPL and about the intentional conversations we are having about this topic. For example, the Library now asks for preferred names and pronouns on its contact information.

RPL contracted with the Diversity Council to provide equity training to our employees. This training included IDI/ICS surveys. Erin Pagel inquired about what success looks like. Audrey Betcher noted we have chosen to measure how welcoming the community thinks we are. She added that we conducted patron surveys at the Library with over 1000 responses collected. Demographic questions were asked and these gave insight into equity and created a baseline. Once training is complete, and we have had time to implement changes, we will survey again.

QUESTION TIME

Stephanie Saathoff inquired about the public launch of the brand. Karen Lemke note that it went very well and garnered very good press. She added that she appreciated Board support at the events. Staff are currently working on building the brand collateral. The Data Wall will be back soon with updated data and the new Library brand.

There being no other business, the meeting adjourned at 5:16 PM.



Erin Pagel
Secretary

The next regular meeting of the Library Board will be September 19, 2018, 4:30PM in **Meeting Room C**.

BOARD ACTION**MEETING DATE:**

9/19/2018

AGENDA SECTION:**ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

August 2018 Monthly Report

PREPARED BY:

Purna Gurung

The report will be emailed to the Board on Monday.

BOARD ACTION REQUESTED:

Approve the August 2018 Monthly Report

INFORMATIONAL ITEM**MEETING DATE:**

9/19/2018

AGENDA SECTION:**ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

Wit, Wisdom, & Wine

PREPARED BY:

Audrey Betcher

Vicki will be at the meeting to discuss Wit, Wisdom, & Wine, the Foundation's signature fund raiser.

-Block Party was very successful. The Foundation was happy to be a cash sponsor of the event.

-2019 Summer Playlist Sponsorship letter has been mailed. We received \$500 from Sylvan Learning thus far. We are also doing several online grant requests.

-WWW Sponsorship letters went out the end of August.

-Foundation Board is still in the middle of Bylaw and Policy Review.

INFORMATIONAL ITEM**MEETING DATE:**

9/19/2018

AGENDA SECTION:**ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

Committee Work

PREPARED BY:

Audrey Betcher

Bekah is looking to convene the Nominating Committee to determine officers for 2019.

With the new budget process, we will need to move the strategic planning committee review, action planning, and budgeting up. If the order of events stays the same, we are proposing that the Planning Committee will need to meet in January. (This, of course, depends on what the board wants to do for a rewrite of the strategic plan.)

<u>BOARD ACTION</u>		MEETING DATE: 9/19/2018
AGENDA SECTION:	ORIGINATING DEPT: Library	
ITEM DESCRIPTION: October 2018 and November 2018 Board Meetings		PREPARED BY: Purna Gurung
<p>The October (10/17/18) and November (11/21/18) Board meetings fall on the week of MEA and Thanksgiving respectively. Based on the email responses received from Board members, we will plan to keep the October Board meeting as scheduled but move the November board meeting. Does the Board prefer to move the November meeting a week earlier to 11/14/18 or a week later to 11/28/18?</p> <p>BOARD ACTION REQUESTED:</p> <p>Approve moving the regularly scheduled November Board meeting (11/21/18) to 11/14/18 or 11/28/18.</p>		

INFORMATIONAL ITEM**MEETING DATE:**
9/19/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**
Charette**PREPARED BY:**
Audrey Betcher

We continue to keep all options open. Bekah and Audrey participated in a charette with a few other City of Rochester staff talking about the future UMR site.

INFORMATIONAL ITEM**MEETING DATE:**
9/19/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**
City's Strategic Plan**PREPARED BY:**
Audrey Betcher

The City now has a strategic plan which I forwarded to you on September 9th. We will discuss next steps including city action plans and then how we want to revise our strategic plan.

INFORMATIONAL ITEM**MEETING DATE:**
9/19/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**
Introduce Sara Patalita**PREPARED BY:**
Audrey Betcher

We will introduce Sara Patalita, the new Head of Reference.

INFORMATIONAL ITEM**MEETING DATE:**
9/19/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**

Library Board Communication

PREPARED BY:

Audrey Betcher

We want to make sure we have updated contact information for the board as well as preferred communication method.

INFORMATIONAL ITEM**MEETING DATE:**
9/19/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**

Data Review

PREPARED BY:

Audrey Betcher

The Data Wall has been updated with the 2018 data. Karen will review the Short-Term Outcome G: A positive experience with the library.