



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

Regular Meeting

December 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. November 14, 2018 Library Board Meeting Minutes

3.B. *Approval of Bills*

3.C. *Review of Monthly Reports*

3.C.1. November 2018 Monthly Report

4. PRESIDENT'S BUSINESS

4.1. *Foundation Report*

4.1.1. Foundation Report

4.2. *Friend's Report*

4.3. *SELCO Report*

4.3.1. SELCO Report

4.4. *Teen Library Council Report*

4.5. Board Recognition

4.6. Planning Committee Report

4.7. 2019 Slate of Officers

5. NEW BUSINESS

- 5.1. Hotspot MOU with Olmsted County Health, Housing and Human Services
- 5.2. Ethics Disclosure Form

6. OLD BUSINESS

7. DIRECTOR'S INFORMATIONAL ITEMS

- 7.1. Personnel Updates
- 7.2. Security upgrades
- 7.3. RACE Exhibit Update

8. SHARING STRENGTHS

- 8.1. Data Wall
- 8.2. Local Government Innovation Award

9. QUESTION TIME

10. ADJOURN

BOARD ACTION**MEETING DATE:**

12/19/2018

AGENDA SECTION:**ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

November 14, 2018 Library Board Meeting Minutes

PREPARED BY:

Purna Gurung

BOARD ACTION REQUESTED:

Approve the November 14, 2018 Library Board Meeting Minutes

BOARD ACTION**MEETING DATE:**

12/19/2018

AGENDA SECTION:**ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

November 2018 Monthly Report

PREPARED BY:

Purna Gurung

The November 2018 Monthly Report will be emailed to the Board early next week.

BOARD ACTION REQUESTED:

Approve the November 2018 Monthly Report

**Rochester Public Library Board of Trustees
Wednesday, November 14, 2018
4:30 PM, Library Meeting Room C**

OPEN COMMENT PERIOD

Rebekah DeYoung 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 Rebekah DeYoung at 4:32PM.

Members Present: Antinea Ascione, Joshua DeFrang, Rebekah DeYoung, Erin Pagel, Stephanie Saathoff, and Emily Wampfler.

Members Absent: Ken Brown, Omar Nur and Amy Ward.

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; and Sara Patalita, Head of Reference Services.

AGENDA

**Motion by Erin Pagel, seconded by Emily Wampfler, to approve the agenda as presented.
Motion carried.**

CONSENSUS AGENDA

**Motion by Stephanie Saathoff, seconded by Erin Pagel, to approve the consensus agenda.
Motion carried.**

PRESIDENT'S BUSINESS

Foundation Report

Audrey Betcher noted the Foundation Nominating Committee recommended the following Slate of Officers for 2019:

- Justin Davis - President
- Martha McClees - Past President
- Adam Dickinson - Vice President
- Kim Keilholtz - Secretary

- Hope Hollasch - Treasurer

The Foundation is requesting Library Board approval for the following new Foundation members.

- Sheila Rainey - she is currently serving on the Development Committee and will be the new Development Chair
- Hope Hollasch - replacing Trisha White who is stepping down from the Board
- Kim Keilholtz - continuing as Secretary, was Friends Crossover Member, going off Friends Board effective November 2018
- John Hunziker - incoming Friends Board President

Motion by Emily Wampfler, seconded by Erin Pagel to approve the appointment of Sheila Rainey, Hope Hollasch, Kim Keilholtz and John Hunziker to the Foundation Board. Motion carried.

The Foundation has secured additional sponsorship for 2019 Summer Playlist from Kraus Anderson (\$1,000) and Shopko Foundation (\$500) to bring the year to date total to \$4,500.

A Committee is meeting in early November to discuss logo rebranding options.

The Foundation Board has approved the Library's request for the Staff Pilot Program Allocation. The pilot would work as follows:

1. Year 1 - 2019 - RPLF funds solely for \$83,000 (includes benefits)
2. Year 2 - 2020 - RPLF and City split 50/50 = \$41,500
3. Year 3 - 2021 - City funds solely and thereafter.

Audrey Betcher will now take this to the City for approval.

Friends Report

John Hunziker reported that Audrey Betcher presented on how the Friends allocation was spent in 2018. A financial audit was conducted and there were no findings. The Gift Quality Book and Bake Sale is scheduled for December 7th and 8th. The Small Business Saturday Book Sale is also coming up during Thanksgiving weekend. John added that the new upright racks near the Book store is helping drive-up sales.

The Friends applied for and has received a \$15,000 grant from the Schmidt Foundation for Rochester Reading Champions. This grant will be matched by the Valley of the Rochester Scottish Rite Children's Foundation. The Friends will need to raise an additional \$5,000 to obtain the full \$20,000 match. There were plans for a signature fundraiser, *Dancing in the Stacks*, but the Chair of the event stepped down. Rebekah DeYoung inquired as to why the Foundation is not assisting with the fundraiser. Audrey Betcher replied the Foundation was approached, but

declined. Rebekah noted it is worth circling back with the Foundation, now that the Event Chair has stepped down.

SELCO Report

Joshua DeFrang reported that the Board approved moving SELCO's Integrated Library System (ILS) to a Saas, a SirsiDynix Data Center. The hosted solution will provide significant advantages in reliability, including redundant power, internet connections, and 24/7 monitoring. There will also be cost savings realized through staff reduction in maintaining/managing servers. The Facilities Committee met and identified a number of major improvements that need attention--roof and HVAC system. SELCO's roof--which was damaged by recent hail-- is being replaced and is covered by insurance. SELCO is also going through a restructuring and reorganizing process.

Audrey Betcher noted that RPL is working with SELCO to revisit the subject of sharing patron data between ILS systems to create a more positive experience as our patrons move back and forth between libraries.

Teen Library Council (TLC) Report

There is no report.

Personnel Committee

The Personnel Committee did not have sufficient time to present the Library Director's Annual Performance Evaluation to the full Board during the Executive Session after the end of the October Board meeting. So, the Committee will be bringing the evaluation forward during the Executive Session today.

Planning Committee

The Planning Committee met on November 8th to discuss ways to move forward on strategic planning. The Planning Committee will begin work in December to align the current strategic plan with the City's plan. This work will be done in time for the budgeting process in 2019. The Planning Committee will also continue to work on developing a process to do a larger scale strategic planning process with community engagement.

NEW BUSINESS

Leveraging the National Medal

Audrey Betcher noted that at the last board meeting, during the question period, we were asked about leveraging the National Medal. Audrey outlined past, current, and future initiatives. She

added a lot of work around the Medal has kept the library busy, and Library and Foundation staff are meeting regularly. However, we have not determined what success looks like moving forward, outcomes measurements with success indicators.

Rebekah DeYoung asked if we should hear from each organization on their leveraging efforts and how all three groups are faring. She added that a summary report from each group (Friends, Foundation and Library) would be insightful.

The Board discussed indicators including monies raised, participation statistics, National Medal website page statistics, increase in job applications, impact on surveys, "RPL" and "National Medal" keyword searches, etc. A question was raised if the Rebranding campaign impacts some of these measurements and if we would be able to make a distinction between these two factors. The Board agreed it would be prudent to check with other libraries on how they fared and how these libraries leveraged their Medal win.

John Hunziker commented that the Friends organization is receiving more members than normal, but he is not sure if he can attribute all the increase to the Medal. Audrey noted that it would be insightful to see the Friends membership trends.

There was Board consensus on the following evaluation ideas associated with the Medal: Funding from all three organization, including statistics from past to present; awareness of the National Medal on surveys; traffic on the Library landing page; distribution of National Medal pins; impact on employee recruitment; Friends memberships trends; Outcome surveys etc. Rebekah noted that she will take the feedback to the Foundation and have them report back to the Library Board.

Independent Contract Agreement-Oral History Project

The Independent Contractor Agreement for transcription services for the Oral History Project has been reviewed by the City Attorney. Kim Edson noted the services will be used to transcribe the StoryCorps stories and future Oral History stories. This is a new person/service, with a new contract.

Motion by Antinea Ascione, seconded by Stephanie Saathoff, to approve the Independent Contractor Agreement for transcription services for the Oral History Project. Motion carried.

OLD BUSINESS

Fines Policy

Last month, the Library Board discussed the national trend of libraries moving away from

overdue fines because of the barriers they cause for low income community members. There was a timely email conversation with public library directors within the SELCO region.

The Board noted the articles were very insightful. They discussed one-time waivers; how an exception process can be discriminatory; incentivizing vs. penalizing patrons; item types with the most fines; whether it was really the Library's role to teach responsibility; shared personal experiences of how overdue fines posed barriers; etc.

The Board questioned whether revenues from overdue fines are something we budget for. Audrey replied that historically, these monies have always been part of the budget. The Board added if there was a way to exclude revenues from overdue fines from the budget. Audrey noted that this can be done through a Decision Package request as part of the City's Budgeting process. If the Decision Package is not approved by City Council, the Library Board would need to come up with an alternative plan. Audrey noted that if there is philosophical agreement at the Board level to move away from overdue fines, she would take it back to library staff to come up with a proposal.

Motion by Antinea Ascione, seconded by Rebekah DeYoung, to research a plan to find funding to eliminate overdue fines and to plan funding for this program for the future. Motion carried.

Staffing Discussion

Audrey Betcher noted that RPL had a very good conference call with Hennepin County Libraries about some of the steps they are taking on staffing. We also met with City Human Resources staff to discuss opportunities. We are looking at the barrier we have in place. Audrey noted that we will need the City's help to tackle barriers with the Library as we do not have enough job openings as other larger Library Systems do with their internship programs.

The Board discussed internship programs; targeted free Google Ads; regional outreach to schools; degreed positions vs. non-degreed position etc. We will continue staffing discussions in the future.

SHARING STRENGTHS

Data wall/Short-Term Outcome B: Improved Knowledge or Skills

Kim Edson reviewed the Short-term Outcome B: Improved knowledge or Skills. She noted that we are already running out of space on the Data Wall and discussed the plan for mitigating this.

QUESTION TIME

Antinea Ascione asked about the Nomination Committee. Audrey Betcher replied that the

Committee will bring forward the Slate of Officers at the December meeting.

Rebekah DeYoung asked if there was interest as a Board to put together a basket for Wit, Wisdom and Wine. She will send information about this.

There being no other business, the meeting adjourned at 5:42PM.



Erin Pagel
Secretary

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

DRAFT

INFORMATIONAL ITEM**MEETING DATE:**

12/19/2018

AGENDA SECTION:**ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

Foundation Report

PREPARED BY:

Audrey Betcher

The Foundation Board has approved the funding of the Library Assistant II position contingent on the City agreeing to the plan. We are working on an Memo of Understanding that would be used if the City approves. I'll be working with the City Administrator to bring this forward in early 2019.

INFORMATIONAL ITEM**MEETING DATE:**

12/19/2018

AGENDA SECTION:**ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

SELCO Report

PREPARED BY:

Audrey Betcher

At the December SELCO Advisory Committee meeting, topics included the Basic Technology fees for libraries that contract with SELCO for automation services, SELCO's restructuring, and next year's budget.

INFORMATIONAL ITEM**MEETING DATE:**
12/19/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**
Board Recognition**PREPARED BY:**
Purna Gurung

We will recognize outgoing Board member, Emily Wampfler.

INFORMATIONAL ITEM**MEETING DATE:**
12/19/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**

Planning Committee Report

PREPARED BY:

Audrey Betcher

The Planning Committee met on December 11th and made changes to the Strategic Plan to align with the City's Strategic Plan. The committee will also meet with Steve Rymer to clarify several points before bringing the revised plan back in January.

INFORMATIONAL ITEM**MEETING DATE:**
12/19/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**
2019 Slate of Officers**PREPARED BY:**
Purna Gurung

The Ad Hoc Nominating Committee is recommending the following slate of officers for 2019:

President: Stephanie Saathoff

Vice President: Erin Pagel

Secretary: Antinea Ascione

The Board will vote on the slate at the January 16, 2019 Board meeting.

<u>BOARD ACTION</u>		MEETING DATE: 12/19/2018
AGENDA SECTION:	ORIGINATING DEPT: Library	
ITEM DESCRIPTION: Hotspot MOU with Olmsted County Health, Housing and Human Services		PREPARED BY: Purna Gurung
<p>The MOU allows RPL to continue the Hotspot program with Olmsted County Health, Housing and Human Services, Family Support and Assistance for a 3rd year. The County will be allocating \$12,000 to fund the program.</p> <p>BOARD ACTION REQUESTED:</p> <p>Approve the MOU to continue the Hotspot program with Olmsted County Health, Housing and Human Services.</p>		

Interagency Agreement

Between

Olmsted County Health, Housing and Human Services,
Family Support and Assistance

and

Rochester Public Library

This Interagency Agreement sets for the terms and understanding between the Olmsted County Health, Housing and Human Services and the City of Rochester, acting by and through its Library Board (referred to as “Rochester Public Library”), to continue a pilot program that will lend mobile “hot spots” for internet access to participants of the Minnesota Family Investment Program (MFIP) or the Diversionary Work Program (DWP).

Background

The Rochester Public Library works to strengthen community and enrich lives by sparking imagination, creativity, engagement, and learning. The Library is interested in lending devices that would provide internet access to patrons.

Olmsted County Health, Housing and Human Services serves many people in poverty through the MFIP and DWP programs who have no access to the internet and would improve their job search, employment, training, and educational outcomes with access to the internet.

Purpose

The purpose of the partnership is to connect the resources and structure of the Rochester Public Library with families with children in poverty to improve and enrich their lives and financial outcomes by providing internet access from their homes.

The above goals will be accomplished by undertaking the following activities:

- Identifying eligible MFIP or DWP families who would be likely to improve their job search, employment, training, and/or educational outcomes if they had reliable access to the internet from their homes. (Employment Services providers will do this as part of their contract with Olmsted County Family Support and Assistance (FSA).)
- Purchasing refurbished laptops for families who need a reliable device from which to access the internet. (Employment Services providers will do this as part of their contract with Olmsted County FSA.)
- Developing and implementing a system of lending mobile hotspots to clients who are identified by ES providers. Rochester Public Library will use existing resources and systems to develop and implement the lending process. Rochester Public Library will also provide orientation and training on the devices and library resources.

Reporting

A workgroup including representatives from Olmsted County FSA, the Rochester Public Library, as well as agencies that contract with Olmsted County FSA to deliver employment services to MFIP and DWP populations will:

- Use goals and outcome measurements identified in the first year
- Collect appropriate data
- Analyze the outcomes after the first pilot program of 1 year

Funding

Olmsted County’s sole responsibility will be to provide \$12,000 to the Rochester Public Library to pay for monthly internet service access for a 12-month duration to cover 32 hotspots, with the payment schedule outlined in Attachment A. Olmsted County will not be responsible for lost devices and/or distribution and usage of the devices.

Contact Information

All notices or other communications shall be sufficiently given when delivered via email or postal mail to the parties as set forth below:

Rochester Public Library
 Sara Patalita, Head of Reference
 101 2nd Street SE
 Rochester, MN 55904
 507.328.2369
spatalita@rochester.lib.mn.us

Olmsted County Health, Housing and Human Services
 Amy Becker, Contract Manager
 2117 Campus Drive
 Rochester, MN 55904
 507.328.6581
becker.amy@co.olmsted.mn.us

Duration

This Interagency Agreement may be modified by mutual consent of authorized officials from Olmsted County Health, Housing and Human Services and the Rochester Public Library. This Interagency Agreement shall become effective January 1, 2019 and will remain in effect through December 31, 2019 unless modified or terminated by any one of the partners by mutual consent.

IN WITNESS WHEREOF, Olmsted County Health, Housing and Human Services and Rochester Public Library have executed this Interagency Agreement as of the day and year first written above.

BY: _____

Corrine Erickson, Director
Financial Support and Assistance

DATED: _____

BY: _____

Rebekah DeYoung, President
Rochester Public Library Board

DATED: _____

INFORMATIONAL ITEM**MEETING DATE:**
12/19/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**
Ethics Disclosure Form**PREPARED BY:**
Purna Gurung

All Board members are required to complete the Ethics Disclosure Form annually. Please complete the form and submit to Purna Gurung.



ROCHESTER

— *Minnesota* —



ETHICS ORDINANCE DISCLOSURE FORM

CITY CLERK
201 4th Street SE, Room 135
Rochester, MN 55904-3742
(507)328-2900
FAX # (507)328-2901

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE _____

City of Rochester Employees:

1. What is your job title or position with the City of Rochester?
2. What city department is this position associated with?
3. When did you begin your employment?

City of Rochester Volunteers:

Name of Board/Commission On Which You Serve Or Seeking Appointment	Date Appointed Or Date Application Was Filed For Position

For the next set of questions, the word “interest” means a substantial financial interest through your ownership of stocks, bonds, notes or other securities; your holding of more than five percent of the capital stock of a corporation; or your membership or participation in a limited liability company, subchapter S corporation, partnership, association, enterprise, business, or firm. The word “interest” also includes an interest arising from blood or marriage relationships or close business or political association or other personal relationships. The phrase “doing business” means engaged in any contractual relationship with the City or making application for such relationship or for any relief or benefit available from the City including, but not limited to, variance, permit, license or plat approval.

Ethics Ordinance
Disclosure Form
Page Two

1. Please list your interests in real property within the City of Rochester, other than your homestead. Complete on a separate page if necessary.

2. Please list any interests you have in a business doing business with the City.

3. Please list any interest you have in any business located within, or doing business in, the City.

4. List any and all employment.

5. List any and all community, civic, or nonprofit organizations of which you are a member. If you also serve in any such organization in a leadership or decision-making capacity, please note that capacity. For purposes of this request, the phrase "community, civic, or nonprofit organizations" means any public or private entity: (a) whose mission, duty, or existence pertains to the lives or activities of the citizens of a city, state, or the nation; and (b) which has in the past received or currently receives financial assistance from the City of Rochester; or (c) to which the city official or employee belongs as a result of the official's or employee's profession, or city employment/appointment/election. Nothing in this section requires the disclosure of one's political or religious affiliation. (Please attach a sheet if additional space is needed.)

I hereby certify that the above information is complete and accurate.

Signature

Date

04/06/17

INFORMATIONAL ITEM**MEETING DATE:**
12/19/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**
Personnel Updates**PREPARED BY:**
Audrey Betcher

Interviews are in progress for the Librarian II position in Reference and the Librarian I job has been reposted in Youth Services. We hope to have an update at the board meeting.

INFORMATIONAL ITEM**MEETING DATE:**
12/19/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**
Security upgrades**PREPARED BY:**
Audrey Betcher

Andy will give an update on the security upgrades that will be taking place soon.

INFORMATIONAL ITEM**MEETING DATE:**
12/19/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**
RACE Exhibit Update**PREPARED BY:**
Audrey Betcher

Kim will give an update on the RACE exhibit.

INFORMATIONAL ITEM**MEETING DATE:**
12/19/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**
Data Wall**PREPARED BY:**
Audrey Betcher

Heather will give an update on Outcome A.

INFORMATIONAL ITEM**MEETING DATE:**
12/19/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**

Local Government Innovation Award

PREPARED BY:

Audrey Betcher

We will share the program and award with the Library Board.