

AUSTIN PUBLIC LIBRARY BOARD MEETING

September 10, 2018; 4:15 p.m.

Board Chair Julie Schramek called the regular meeting of the Austin Public Library Board to order at 4:15 p.m., on Monday, September 10, 2018, at the Austin Public Library.

PRESENT: Julie Schramek, Ojoye Akane, Nathan Annis, Melissa Bonorden,
Alex Mayfield

ALSO PRESENT: Julie Clinefelter, Sara Steinhoff, Janet Anderson

ABSENT: Mariana Camarena, Barry Irish, Jodi Krueger, Stephanie Postma (with notice)

AGENDA:

Julie Clinefelter noted there is no SELCO report for this month, so that item was removed from the agenda. Melissa Bonorden moved to approve the agenda as revised; Ojoye Akane seconded. Motion carried.

MINUTES:

A motion was made by Ojoye Akane, seconded by Alex Mayfield, to approve the August 13, 2018, meeting minutes as presented. Carried.

EXPENSES AND FINANCE REPORTS:

A motion was made by Melissa Bonorden, seconded by Alex Mayfield to approve the July 2018 expenditures. Carried unanimously by roll-call vote.

COMMITTEE REPORTS/MEETINGS:

Personnel Committee Chair Julie Schramek noted the committee would need to set a meeting in October to begin the process for the annual review for the library director, and she will contact the committee via email to schedule at time.

POLICY REVIEW:

Julie Clinefelter advised there were no proposed changes for the *Programming Policy*. Alex Mayfield moved to approve the policy as presented; Melissa Bonorden seconded. Motion carried.

Review of the *Meeting Room Policy* was carried over from the August meeting due to inconsistent statements regarding fees in the Meeting Room Rules information sheet. Julie Clinefelter advised there were no proposed changes for the *Meeting Room Policy*, and provided the board with a corrected Meeting Room Rules information sheet. Melissa Bonorden moved to approve the policy as presented; Ojoye Akane seconded. Motion carried.

OPERATIONAL REPORT:

Julie Clinefelter provided a written operational report to the board and highlighted the following:

Staffing/Staff Development

Julie Clinefelter reported she is finalizing plans for the 2018 staff development day and confirmed she has invited consultant Sandy Anderson back to continue working with staff on communication, culture and mission.

Networking/Community

Julie advised she attended the Minnesota Association of Library Friends workshop in Northfield on August 30, with Sue Grove and Bethie Carlton, co-chairs of the Friends of the Austin Public Library. On September 6, she attended a meeting at the SELCO offices, where their staff presented on the process of developing the logic model being used to facilitate fulfillment of their strategic plan.

Julie noted the library will hold a special Bike Day event on Sunday, October 21, to celebrate installation of the new “READ” bike racks, with several partner organizations – including the Floral Club, YMCA, Bicycle Alliance of Minnesota, Austin Composite Cycling Team and Rydjor Bike Shop - participating in the event, which will be held in the parking lot.

Julie reported the library is participating in two community events in September: Courtney Wyant is representing the library at Riverland’s Organizational Fair to introduce students to resources and activities in Austin, and the library will host a station for Harvest Fest on the west side patio of the library with chalk drawing, bubbles and information.

Programming

Julie provided a summary of the many programs taking place at the library in September, including Pirate Day with special guest “Minnesota Jack Sparrow” and many games and activities for kids.

Facilities

Julie reported the City’s hiring of a new facilities manager, Brian Mason, has been extremely beneficial for the library. In just his first weeks in the position, Mr. Mason has assisted with a number of ongoing maintenance issues and helped to resolve several of them at a considerable savings of both money and staff time.

Director Clinefelter provided the board with the bids received for presenting remodel proposals for the library. The bids came in at a cost difference of approximately \$22,700. After brief discussion of the bids and the potential time frame of the project, if a proposal is accepted and approved, Melissa Bonorden moved to accept the bid of \$6,800 from Library Consulting, LLC, and approve funding for the Austin Public Library Space Planning and Cost Estimate Proposal. Nathan Annis seconded the motion. Motion carried.

OTHER BUSINESS:

Julie Clinefelter noted a complaint had been received from a patron regarding one of the paintings hanging in the library. She reported she advised the patron to provide a written request for consideration of removal of the painting, which has not been done. Julie also advised she received a letter at her home from a patron who was displeased with an interaction she had with Julie at the library, but there had been no further communication or request for follow up.

CITIZEN COMMENTS: None.

BOARD COMMENTS: None.

ADJOURNMENT: Alex Mayfield moved to adjourn at 5:00 p.m., Ojoye Akane seconded. Carried.

Respectfully submitted,
Sara Steinhoff, Recording Secretary

NEXT BOARD MEETING - Tuesday, October 9, 2018, 4:15 p.m.