



Northfield Library Board MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: March 24, 2010 **Location:** Library Meeting Room **Start Time:** 7:07p.m. **Adjourn Time:** 8:40p.m.

Members present: Barbara Altstaetter, Jerry Bilek, Bob Bruce, Bill Gruszewski, Adam Gurno, Margit Johnson, and Jan Shoger.

Members Absent: Betsey Spethmann and Char Carlson.

Others present: Jaime Rossow (Mayor's Youth Council), Lynne Young (Staff Liaison) and Pat Stenglein (Clerical Liaison).

Call to Order	At 7:07 p.m. Vice Chair J. Shoger called the meeting to order.	
Approval of Agenda		It was moved by B. Bruce and seconded by J. Bilek to approve the agenda for March 24, 2010. All in favor. Motion carried.
Approval of Minutes	B. Bruce noted that the SELCO report on page 2 should read, "A copy of the SELCO Annual report will be in the Board Box at the Library."	A motion was made by B. Altstaetter and seconded by A. Gurno to approve the Library Board minutes of February 10, 2010 as amended. All in favor. Motion carried.
Reports		
Librarian's Report	L. Young reported said there was not a great deal to add to her written report. She did however wish to comment that Hayes Scriven had recruited some very good students from St. Olaf to research the Northfield Carnegie Library history. L. Young has really enjoyed working with these Students. Mini Golf went very well and the Jazz concert was fantastic.	
City Council Report	B. Buckheit could not attend the Board meeting due to another City commitment. L. Young reported that the City Council is very concerned with the budget because of additional cuts coming in local government aid. The Safety Center is still in the planning and Council still needs to make funding and site selection decisions.	
SELCO	B. Bruce reported that the SELCO Auditor's report, which will be submitted to the Legislature, is on the SELCO website. SELCO continues to have funds. Legacy Grant applications for the second half of 2010 should be worked on and submitted. It would be best if they could be in collaboration with other organizations.	

Friends of the Library	No report. Their next meeting is Tue April 6 th .	
Planning and Financial Resources Committees	Neither committee met.	
Fundraising Committee	<p>B. Gruszewski reported about their meeting with Library Strategies.</p> <p>The group added to the list of potential contacts and edited the first draft of a case study. It will not be used until the interviews.</p> <p>Their next step will be to finalize the list of contacts. A letter will go out to all of the people on the list. The committee will subdivide the list and make pre phone calls to encourage those who receive letters to volunteer to be interviewed by Library Strategies. They will then make follow up calls to schedule interviews.</p> <p>M. Johnson emailed Sue Hall about setting up an April meeting.</p>	
Partnership and PR Committee	B. Altstaetter submitted a written report. She added that Tim Freeland has accepted to be the magician at the Birthday Party. The High School Marching Band will probably not attend the party for the full two hours as planned.	
Arts and Culture Commission	No report.	
Mayor's Youth Council	<p>J. Rossow reported that the City Council has asked the Youth Council to make a citizen's handbook about services the city provides with contacts for those services. It would also include volunteer opportunities.</p> <p>They will be renewing their application for the 100 Best Cities grant.</p> <p>They are still working on their website and hope to have it up soon.</p>	
Report from the Chair	Written report submitted.	
New Business		
Discuss public schools/public library task force and encourage volunteers	<p>M. Johnson met with Hannah Puczko for a discussion on school and community services. M. Johnson would like to get a bigger picture of who, where and what places of collaboration there are in the community.</p> <p>M. Johnson is looking for volunteers from the staff and Board to be on a community-wide task force to explore partnerships in lifelong learning.</p>	
Update on the Legacy grants received	L. Young reported that permission was given to go ahead with the historical brochure. Bruce Colwell will be visiting to work on the brochure.	

Discuss and decide on legacy fund applications for the next few months (Vintage Band? Other ideas?)	A Legacy Fund application for the Vintage Band Festival is a possibility.	
Discuss Board and Commission training held on March 23	L. Young attended the afternoon session of the Board and Commission Training held at City Hall. She reported that there needs to be a 72 hour advance posting of meetings with a quorum of board members. If a meeting with a quorum is not posted, individual board members could be liable for up to a \$300.00 fine. Serial email discussions are also not allowed. L. Young reminded the board that any emails on her computer are public data.	
Update on proposed Library Foundation	Moved to the April 14, 2010 meeting.	
2010 budget discussion	L. Young reported that all department heads were requested to bring an idea of what a 10% budget cut would look like for their department by Joel Walinski. There were to look and see which services are mandated, regulated or desirable. The City Council will be talking about these cuts at the April 6 th work session. The Library's 2010 budget will be less than the 2009 budget. L. Young is looking at the materials budget, staffing, and hours. There is a possibility that the City will be asking for employees to take furloughs.	
Old Business		
Update on plans for Centennial events	M. Johnson asked for assistance on Friday, March 26 th to set up for the Siri Hustvedt author read.	
Scheduling Library Board volunteers for April and May events	Help is needed Saturday, April 10 th with the Jazz concert to pick up the cake and the coffee, set up chairs, serve, and clean up. Assistance is also needed for the T. J. Stiles event on Friday, April 23 rd . Chairs need to be set up outside for the parade on Sunday, April 25 th .	
Update on Friend's work day	B. North has suggested that the cleanup day is before the Centennial Birthday Party. M. Johnson said that it would have to be Saturday, April 17 th or Sunday, April 18 th .	

Review 2010 work plan	National Library Week is in April, but we have enough planned activities already, due to the Centennial Celebration. No further proclamations or events will be made or planned. April 14 th is the next Board meeting. L. Young hopes to go through the Long-Range Plan for the first hour and a half and to start the regular Board meeting at 7:00.	
Other		
Adjourn		
Adjourn the meeting	Time: 8:40p.m.	It was moved by J. Bilek and seconded by J. Shoger to adjourn the meeting. All in favor. Motion carried.

Submitted by P. Stenglein, Clerical Liaison