



**Minutes of the March 11, 2019 Meeting  
Library Advisory Board**

**PRESENT:** Keri Simon (Chair), Travis Davidson (Vice Chair), Marcy Irby, Melissa Kuhl, Crystal Bauer, Jayne Spooner, Delane James (Library Director), Paula Hildebrandt (Library Receptionist)

**CALL TO ORDER:** Keri called the meeting to order at 6 p.m.

**APPROVAL OF THE MINUTES:** The minutes of February 11, 2019, meeting were approved as written following a motion by Marcy and a second by Travis. The motion carried.

**DIRECTOR'S REPORT:** Library Director, Delane James reported on the following:

- New furniture and technology equipment is being purchased for the makerspace. These purchases are being made through the Friends of the Library with funds received from the estate of the anonymous donor that gave 10 computer stations to the Library several years ago.
- Deni attended a MN Library Association workshop about anti-racism in libraries.
- Library staff is continuing with the "Practical Tips for Dealing with Homeless Patrons" training during staff meetings. Board members, library volunteers and library staff throughout the state can take this video-based online training, funded through the State Librarian's office, any time in 2019.
- The feature film "The Public" will be released nationwide on April 5, 2019. This film by Director Emilio Estevez deals with issues surrounding library service to people living with homelessness.
- The American Girl Party was well-received with about 90 people in attendance.
- The first meeting of the 5 member Website Redesign Team, including Delane, tasked with redesigning the City's website was held, with the first due date for submission of paperwork due on March 29, 2019. Delane and Communications Coordinator Brad Phenow are also working consistent use of branding across all departments.
- Delane has been in contact with the president of the local ham radio group along with member Peter Van Sluis. The club, Riverbend Wireless and Mechanical

- Society, are interested in using the makerspace for their monthly meetings as well as potentially collaborating with the Library for makerspace programming.
- Delane has contacted local contractors to request quotes for the library painting project set to happen in 2019. Two competitive quotes are required. The hope is to have this completed prior to summer programming. Depending on receipt of quotes, this project may need to be pushed back to the fall. Other facility work slated for 2019 includes re-carpeting the Library and replacing the skylights.
  - The family of Quinn Ohlsen's family gave a memorial to the Friends to purchase a collection of ukuleles for circulation in his memory. The ukuleles are now available to check out.
  - The Seed Library was launched today, March 11. Also on the evening of March 11, Master Gardener Lisa Reuvers is also conducting a class in the Great Hall about starting seedlings.
  - Diversity Coalition Director Gordon Liu will be leading a 3 week series about creating family crests on Saturdays, March 30, April 6 and April 13 from 1 – 2 p.m. at the library. Sign up for this is at the Information Desk.
  - The 4<sup>th</sup> Annual Edible Books Festival will be held on March 30. This international festival features book and literature themed entries that are made entirely out of food. The Friends will serve cake at this event. Entry forms are available at the Circulation Desk.

**TEEN ADVISORY BOARD REPORT:** Luke Weng has been contacted and is interested in serving as the Student Library Advisory Board Member. If he is unable to do this, Deni has other suggestions to fill this position.

**SELCO REPORT:** The last SELCO Advisory Committee meeting was cancelled due to weather issues.

**REVIEW AND APPROVE 2018 Minnesota Public Library Annual Report**

**(MPLAR):** Delane reviewed the report with the Board and took a close look at areas in which usage was down from the previous year. Some of the fluctuation in use could be due to changes in reporting and programming. Increased marketing and outreach efforts is one strategy from the strategic plan and will be a focus in the coming years. There was a brief discussion followed by a motion from Travis to approve the report as written and a second by Jayne.

All were in favor and the motion carried.

**OTHER:** None

**NEXT MEETING DATE:** Monday, April 8, 2019 at 6:00 p.m. on the 2nd floor.

**ADJOURNMENT:** The meeting was adjourned at 6:50 p.m. following a motion by Marcy and a second by Melissa. Motion carried.

Respectfully submitted,  
Paula Hildebrandt, Library Receptionist