



**Minutes of the March 12, 2018 Meeting  
Library Advisory Board**

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

**CALL TO ORDER:** Marcy Irby called the meeting to order at 6:00 p.m.

**APPROVAL OF THE MINUTES:** The minutes of the February 12, 2018, meeting were approved as written following a motion by Keri and a second by Joan. The motion carried.

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

- Lisa Reuvers represented the Library at the Spring/Summer Activity Fair at the Faribault Community School (Middle School site) on February 27, 2018. She reported talking with and showing at least 50 parents how to use library online resources. Twenty-one youth organizations were represented at the event with approximately 300 attendees.
- The Library has branched out to the Community School site at the Middle School, with staff providing outreach on Tuesday evenings. Staff are continuing to provide service at the Jefferson site on Monday evenings.
- The Edible Books Festival will be held on March 31, 2018, in the connecting hallway between the Library and the Community Center. After the judging is completed, the display will be open for public viewing.
- On March 14, 2018, Chione, a musical group sponsored by the MN State Arts Board and Mankato Symphony as well as the Library Legacy Foundation, will be presenting a story time with musical accompaniment. This story time event will be held in the Great Hall and will be ASL interpreted. Wednesday morning story times will be ASL interpreted in the coming weeks per a patron request.

**TEEN ADVISORY BOARD REPORT:** No report available. Delane will check with Hannah to see if she is able to continue in this position.

**SELCO REPORT:** Library Director, Delane James, reported on the following:

- SELCO has added a variety of tutorials about using library and other online resources, including Chiltons Manuals, Facebook, and Instagram. These tutorials are listed on a sidebar on the online library catalog site. It is anticipated that availability of these tutorials will save Information Staff time spent assisting patrons with questions about how to set up an email account and other online resources.
- The ILS Operations Committee, the technology advisory board for SELCO, will meet on March 15, 2018, and will discuss the possibility of combining library policies to make them more uniform.

**2017 MINNESOTA PUBLIC LIBRARY ANNUAL REPORT**—See handout given by Delane.

- State Library Services is now requiring that the Minnesota Public Library Annual Report be reviewed and adopted by library boards before directors submit the report electronically. As in the past, the report is due April 1<sup>st</sup> and a cover sheet is signed by the library chair and the library director.
- The Board reviewed the report and Delane noted some recent trends. Following a brief discussion, Crystal made a motion to approve the report as written; Keri seconded the motion. All voted in favor. Motion carried.  
Delane will submit the report on March 14, 2018.

**OTHER:**

- Delane asked the Board about availability for workshops with Krista from SELCO regarding creating a new strategic plan for the Library. Travis is unavailable in June so Delane will check possible dates in May and July.
- Travis asked at what age a child is able to get a library card. Delane explained that we send library bags to the hospital to be given to new parents encouraging them to get their infants library cards.

**NEXT MEETING DATE:** Monday, April 9, 2018, at 6:00 p.m. in the Great Hall.

**ADJORNMENT:** The meeting was adjourned at 6:30 p.m.

Respectfully submitted,  
Paula Hildebrandt, Library Receptionist