



**Minutes of the May 14, 2018 Meeting  
Library Advisory Board**

**PRESENT:** Keri Simon (Chair), Travis Davidson (Vice Chair), Delane James (Library Director), Marcy Irby, Melissa Kuhl, Mary Jane Holland (SELCO Board Member), Joan Smith, Krista Ross (SELCO Executive Director), Paula Hildebrandt (Library Receptionist)

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

**APPROVAL OF THE MINUTES:** The minutes of the April 9, 2018 meeting were approved as written following a motion by Melissa and a second by Joan.

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

- A copy of the revised *Service to Residential Facilities and Institutions* Policy was given to each board member for their records.
- Children's Librarian Deni Buendorf has retooled the summer reading program which will now be known as the "Summer Library Program." This year's theme is "Libraries Rock." Like past years, two special programs will be held each Friday morning and afternoon. The afternoon program will be ASL interpreted. This summer, each youth will set his/her individual reading goal. The new summer library program log includes spaces to record reading, literacy activities, family activities, etc., to be filled in as completed. A free book will be awarded for each of the two levels completed. Also, each youth that completes the entire log will have their name published in the Faribault Daily News. Each Board member received a summer program t-shirt along with a flyer.
- This week is "Bike to the Library" week. People who ride their bike to the library this week will be able to choose a prize.
- The library has applied for a SELCO Library Legacy Grant for book-shaped bike racks. The library is partnering with Rice County Public Health Nursing and Parks and Recreation who provide assistance with bike safety activities and installation of the racks if the request is approved.
- Delane recently attended the National Conference for Community Schools in Baltimore, with expenses covered by the Faribault School District. She gained a much better understanding of the role of community schools and best practices for partner

organizations. The sessions Delane participated in were mostly from the leadership track of the conference.

- Delane encouraged Board Members to attend an opportunity to look at the City of Faribault's Comprehensive Plan and offer feedback on May 17, 2018, at the Faribault Ice Arena from 6:00 p.m. - 8:30 p.m.
- The area behind the Great Hall has been prepped for the new pollinator garden. The Faribault's Future class along with Master Gardener Lisa Reuvers plan to plant the garden on Saturday, May 19th. Two gooseberry bushes and a cherry tree have already been planted.
- Boomerang Bags are currently being assembled by volunteers twice a week with a goal of having 200 bags before the library starts to hand them out to patrons. There is a lot of community excitement about this project. Students in family and consumer sciences classes at the Middle School and High School have been offered the opportunity to make bags at school. This will be an ongoing project. Fabric donations are being accepted.
- The drumming workshop sponsored by a SELCO Library Legacy Grant was held on May 8, 2018, with a diverse group from preschool to age 18 participating.

**TEEN ADVISORY BOARD REPORT:** No report available.

**SELCO REPORT:** Mary Jane Holland attended the April 24, 2018 meeting and reported on the following:

- SELCO Board Meeting.
- SELCO had the largest contingency at the Library Legislative Day on March 6, 2018.
- SELCO has a new work-from-home policy.
- SELCO's new strategic plan was approved.
- SELCO will be closed for a work day on June 4, 2018 so staff can work on the implementation plan for the new strategic plan.

**STRATEGIC PLAN PROCESS:** SELCO Executive Director Krista Ross shared two handouts: "SELCO/SELS Strategic Plan Process Overview" and "A Resource Tool Kit for Strategic Planning". Krista explained that SELCO assists libraries in the strategic planning process at no charge.

Krista also discussed the following with the Board:

- The purpose of a strategic planning is to learn what the community needs so that libraries can determine how to best use limited resources in the most responsible and impactful ways. The first step in the process is to meet with Delane to determine the questions to be asked on surveys of stakeholders (Staff, Board, and Friends of the Library, City Council Members) and the community. Once data is collected, workshops are held to look for key themes. SELCO, in conjunction with Delane, will then write the first rough draft of the plan.
- Coming off a very successful current plan, Krista feels that our new plan should be written to challenge and stretch us in an organized way. She emphasized that the strategic plan is to be a living document that can be amended as needed. Also, she noted that the budget follows the strategic plan. Each plan is different and unique to the individual library and the community it serves.

**NEXT MEETING DATE:** Monday, June 11, 2018, at 6:00 p.m. on 3rd floor.

**ADJOURNMENT:** The meeting was adjourned at 6:45 p.m. following a motion by Marcy and a second by Travis.

Respectfully submitted,  
Paula Hildebrandt, Library Receptionist