



**Minutes of the August 13, 2018 Meeting
Library Advisory Board**

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

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

APPROVAL OF THE MINUTES: The minutes of the July 11, 2018 meeting were approved as written following a motion by Travis and a second by Crystal. The motion carried.

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

- The Friends of the Library met on July 25, 2018, and made the decision to hire Library Strategies to assist them with strategic planning. The Friends also voted to support the Virtues Trail project. The Friends have set a September 1st deadline for proposals for a possible patio project in the front of the library.
- On Thursday, August 16th, the Community and Economic Department is sponsoring a place making “pop up” day from 12 p.m.-1 p.m. and 3 p.m.-7 p.m. in the downtown area. The library will participate in the place making activities by offering garden tours from 12 p.m.-1 p.m., open ukulele time on the library’s front steps from 1p.m. -3p.m. and a story walk in Peace Park. The public is also invited to provide ideas for downtown Faribault during design charrettes at 206 Central Avenue on August 15th 3 p.m. -5 p.m. and August 16th 3 p.m. – 7 p.m.
- On Thursday, August 23, 2018, a Community Forum to help plan the future of downtown Faribault will be held from 6-8:30 p.m. at South Central College. Delane and Travis plan to participate in this forum.
- Delane along with the Northfield and Lonsdale library directors will be making their budget presentations to the Rice County Commissioners at 8:30 a.m. on August 21, 2018, at the Rice County Government Building.
- Discussed holding the strategic planning workshop on October 8, 2018, from 5 p.m. - 9 p.m. in lieu of the scheduled Library Advisory Board meeting. Delane will check the date with Krista from SELCO.

- The library will be closed in honor of Veterans' Day on November 12th which coincides with that month's Library Advisory Board meeting. The Board decided to meet later that week on Wednesday, November 14th at 6 p.m.
- The college libraries in Northfield aren't open evenings during the summer so Delane will try to schedule tours of those libraries in September or November.

TEEN ADVISORY BOARD REPORT: No report available.

SELCO REPORT: No report available.

POLICY REVIEW:

The Board reviewed the proposed changes to the *Meeting Room Policy*. Delane is proposing the following changes to the policy:

- Correcting the meeting room hours
- Removing the following text: "and to private individual users."

It is hoped that the later change would help clear up confusion surrounding meeting room usage fees. Crystal made a motion to approve the changes as written with a second by Travis. All in favor. Motion carried.

STRATEGIC PLANNING PROCESS

- The proposed timeline for the planning process is as follows:
 - Surveys available for input from the end of August through mid-September
 - Planning workshops in October
 - Draft plan available for Board input in November
 - Final draft presented in December to City Council for approval
- Krista provided Delane with several sample surveys from area libraries which Delane distributed to Board Members to review and comment on.
- Discussion of the sample surveys followed with many different points being raised. The consensus of the Board was that the surveys needs to be simple and easily accessible in order for the general public to be willing to complete it. The main challenge discussed was how to deliver the surveys to non-users of the library for input about barriers to library usage. The Board suggested sending the surveys with utility bills that are mailed; having the surveys available at the community schools; distributing surveys through area schools; and submitting an article in the newspaper encouraging survey participation.
- Delane and Krista will create rough drafts of the surveys to send to the Board via email for feedback.

NEXT MEETING DATE: Monday, September 10, 2018

ADJORNMENT: The meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Paula Hildebrandt, Library Receptionist