

## AUSTIN PUBLIC LIBRARY BOARD MEETING

March 14, 2016; 4:15 p.m.

Vice President Alex Mayfield called the regular meeting of the Austin Public Library Board to order at 4:15 p.m., on Monday, March 14, 2016, at the Austin Public Library.

**PRESENT:** Nathan Annis, Sally Baker, Melissa Bonorden, Barry Irish, Jodi Krueger, Alex Mayfield, Gene Muchow, Kristen Olson

**ALSO PRESENT:** Steve King, Ann Hokanson, Sara Steinhoff

**ABSENT:** Julie Schramek

### **HORIZON ACQUISITIONS MODULE PRESENTATION**

Technical Services Librarian, Julie Clinefelter, provided a summary of the process – which began in October 2015 - of implementing the Acquisitions Module of the Horizon library database system. She advised using this module has a number of benefits, such as streamlining patron requests for new materials, increasing efficiency for ordering from vendors included in the system (by creating purchase orders automatically) adding the related data to the system for newly-acquired titles. She also noted the automation of tasks previously done by hand – such as printing of work slips for each item added to the collection.

Clinefelter also advised the technical services team is continuing to work on improved workflow for receiving and processing new physical materials. This has greatly decreased the backlog of new items and the lag time for making new items available for patrons.

### **AGENDA:**

Sally Baker moved to approve the agenda as presented; Gene Muchow seconded. Carried.

### **MINUTES:**

A motion was made by Gene Muchow, seconded by Sally Baker, to approve the January 11, 2016, minutes as presented. Carried.

### **BILLS:**

Sally Baker noted a check in January to the University of Minnesota Regents. Ann Hokanson advised this was for facilitation of a pilot program in partnership with Austin School District, which is being taken on for continuation by the United Way Women's Leadership Project. She noted the United Way will be reimbursing the library for the expense.

Alex Mayfield inquired as to the expenses listed for Austin Builders Supply. Ann Hokanson noted this was for library building repair supplies purchased by Park & Rec department staff.

A motion was made by Sally Baker, seconded by Barry Irish, to approve the December 2015 and January 2016 expenditures. Carried unanimously by roll-call vote.

### **POLICY REVIEW/REVISIONS:**

#### **Library Board Job Description**

Ann Hokanson advised there were no proposed changes to the Library Board Job Description. Sally Baker suggested removal of the fourth and tenth items under "Duties and Responsibilities" and revision of the third item in that section to read: "Reviews, edits and approves the annual budget."

Barry Irish moved to approve the Library Board Job Description with these changes; Sally Baker seconded. Motion carried.

#### **Computer and Internet Use Policy**

Ann Hokanson noted proposed changes to the Computer and Internet Policy, which reflect the current available equipment and practices for patron computer use in the library.

Barry Irish moved to approve the Computer and Internet Use Policy as presented; Melissa Bonorden seconded. Motion carried.

**Policy on Conduct**

Ann Hokanson reported there were no proposed changes to the library's Policy on Conduct.

Kristen Olson moved to approve the Policy on Conduct as presented; Sally Baker seconded. Carried.

**COMMITTEE REPORTS:**

**Building & Grounds**

Ann Hokanson advised the Library Board's building and grounds committee met on March 14 to discuss installation of new carpeting and identified the need to gather additional information on various options. The committee will reconvene when the information becomes available.

**DIRECTOR'S REPORT:**

Ann Hokanson presented board members with a written report of library events, staff activities, and other updates from the previous month.

**Employee Healthcare Eligibility Requirements**

Ann Hokanson reported the new federal requirements in regards to healthcare eligibility for employees who work in excess of 30 hours per week has affected the library in terms of some part-time staff, so there is a new need to pay closer attention to how hours are flexed to meet the needs of the library for special projects and variations in workload.

**Status of Report from Library Staff Hours Committee**

Ann Hokanson noted Kathy Helle, chair of the staff committee on library hours, will report to the Library Board in April and present recommendations.

**Minnesota Broadband Resolution**

Ann Hokanson shared a request from SELCO Director Ann Hutton for passage of resolution from the board supporting the Minnesota Broadband Vision. Board members reviewed the proposed wording. A motion was made by Sally Baker, seconded by Melissa Bonorden, to approve the resolution supporting the Minnesota Broadband Vision as presented. Carried.

**SELCO REPORT:**

Sally Baker advised SELCO continues to work on the new fee schedule, considering whether the current schedule is equitable in terms of population, circulation, numbers of holdings, etc.

**OTHER BUSINESS:** None.

**JANUARY & FEBRUARY 2016 GIFT REPORTS:**

A motion was made by Kristen Olson, seconded by Gene Muchow, to approve the gift reports from January and February 2016. Carried.

**CITIZEN COMMENTS:** None.

**BOARD COMMENTS:** None.

**ADJOURNMENT:**

Motion to adjourn made by Barry Irish at 5:20 p.m., Gene Muchow seconded. Carried.

Respectfully submitted,  
Sara Steinhoff, Recording Secretary

**NEXT BOARD MEETING**  
**Monday, April 11, 2016, 4:15 p.m.**