

AUSTIN PUBLIC LIBRARY BOARD MEETING
September 12, 2016; 4:15 p.m.

Chair Julie Schramek called the regular meeting of the Austin Public Library Board to order at 4:15 p.m., on Monday, September 12, 2016, at the Austin Public Library.

PRESENT: Julie Schramek, Sally Baker, Melissa Bonorden, Alex Mayfield,
Kristen Olson, Xiuhong Zhai

ALSO PRESENT: Ann Hokanson, Sara Steinhoff

ABSENT: Nathan Annis, Barry Irish, Jodi Krueger

AGENDA:

Kristen Olson moved to approve the agenda as presented; Melissa Bonorden seconded. Carried.

MINUTES:

A motion was made by Sally Baker, seconded by Alex Mayfield, to approve the July 11, 2016, minutes as presented. Carried.

BILLS:

Following review by the board, a motion was made by Sally Baker, seconded by Kristen Olson, to approve the June 2016 and July 2016 expenditures. Carried unanimously by roll-call vote.

POLICY REVIEW/REVISIONS:

Programming Policy

Ann Hokanson advised no proposed changes to the existing Programming Policy.

Alex Mayfield moved to approve the Programming Policy as presented; Melissa Bonorden seconded. Motion carried.

Draft Policy on Sales, Solicitation, and Petitioning

Ann Hokanson presented a first draft for a library policy on sales, solicitation and petitioning. After review and discussion by the board, Ann advised she will obtain staff input, have the city attorney review the policy and bring the policy to the board meeting in October for proposed adoption.

INTRODUCTION OF NEW MEMBER:

Filling the vacancy left by board member Gene Muchow, who resigned for health reasons, Xiuhong Zhai has been appointed to the library board. During introductions, Xiuhong advised she has lived in Austin, working at the Hormel Institute as a research scientist, for ten years. Prior to that she has lived in China and Germany. She has a PhD in chemistry and biophysics/biochemistry research. Xiuhong shared she is a strong advocate of the public library and is excited to be on the board.

COMMITTEE REPORT:

Julie Schramek, Personnel Committee Chair, advised the committee met recently to begin work on the annual library director review, which will be presented to the board at the November meeting.

DIRECTOR'S REPORT:

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

Staff Development and Training

Ann Hokanson advised she has started an online ALA course called "Survive and Thrive as a Library Director," which is focused on personnel management and innovative programming ideas. In addition, she will attend the Minnesota Library Association conference in Duluth, in October, as will Julie Wright Clinefelter and Jake Fejedelem. Jake will also present a session at the conference.

Space/Facilities

Ann Hokanson reported on some rearranging of library sections that has taken place of the last few weeks. Kari Oanes coordinated the project, which included weeding and shifting of the nonfiction and reference collections, opening up a larger study area and increasing privacy for computer users, and improving sight lines into the children's computer and nonfiction areas for staff.

Ann also noted the carpeting project is still on track for completion this fall. A sample of the carpet as ordered was brought in for the board to see.

Staffing

Ann Hokanson advised she has received the resignation of library assistant Elena Haymond, effective October 8. A 20-hour position opening has been posted.

Ann also reported the library's participation in the Step-Up summer intern project went very well. She advised Jake Fejedelem had supervised and coordinated the work experience program for Qiah Baxter. Ann and Jake recommended the library participate in the Step-Up program again next year.

LSTA Grant

Ann Hokanson reported the library was awarded \$43,000 in LSTA funds for the Science Fair Mentoring Project Expansion and will collaborate with the existing mentoring project to expand the number of children participating in the science fair. As part of the grant program, the library has purchased an additional 40 wifi hotspots and 20 Chromebooks to be made available to students preparing science fair projects during the school year.

Legacy Funding

Ann Hokanson advised the board of a problem with some publicity items used by a county library with which the Austin Library had collaborated for the Arts Trailer project. Because the partner library had some publicity flyers that were missing the required Legacy logo and wording, the Austin Public Library, as the grantee, has lost eligibility for Legacy funding. Ann noted the SELCO committee in charge of the funding will discuss the library's suspension at its October meeting.

Kristen Olson suggested the library put a publicity proofreading and review checklist system in place for future programs and publicity items. Ann advised the library will move forward with that idea and advise the SELCO committee of measures being taken to prevent similar occurrences in the future.

SELCO REPORT: None.

JULY AND AUGUST 2016 GIFT REPORTS:

Sally Baker moved, and Alex Mayfield seconded, to approve the July 2016 and August 2016 gifts. Motion carried.

OTHER BUSINESS: None.

CITIZEN COMMENTS: None.

BOARD COMMENTS: None.

ADJOURNMENT:

Motion to adjourn made by Sally Baker at 5:10 p.m., Kristen Olson seconded. Carried.

Respectfully submitted,
Sara Steinhoff, Recording Secretary

NEXT BOARD MEETING

**Tuesday, October 11, 2016, 4:15 p.m.
(Due to Columbus Day holiday on Monday, October 10)**