

AUSTIN PUBLIC LIBRARY BOARD MEETING
October 11, 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 Tuesday, October 11, 2016, at the Austin Public Library.

PRESENT: Julie Schramek, Nathan Annis, Sally Baker, Melissa Bonorden, Jodi Krueger, Alex Mayfield, Kristen Olson, Xiuhong Zhai

ALSO PRESENT: Ann Hokanson, Sara Steinhoff

ABSENT: Barry Irish

AGENDA:

Sally Baker moved to approve the agenda as presented; Melissa Bonorden seconded. Carried.

MINUTES:

A motion was made by Sally Baker, seconded by Jodi Krueger, to approve the September 12, 2016, minutes as presented. Carried.

BILLS:

Sally Baker inquired as to the invoice paid to Brainfuse. Ann Hokanson advised this company had replaced Tutor.com for provision of online homework help services for patrons, and the bill was for the annual fee. Ann noted the services are used most often for basic math help for grades 5-8 and college algebra, but also for students in ESL programs for assistance with essay-writing.

Xiuhong Zhai noted that some categories on the financial report were listed as having already reached 100% of budgeted expenditures for the year. Ann Hokanson explained that some expenses, such as subscriptions or annual fees, are billed for the full year and are often paid earlier in the year, so those items reach 100% prior to the end of the year.

A motion was made by Alex Mayfield, seconded by Kristen Olson, to approve the August 2016 expenditures. Carried unanimously by roll-call vote.

POLICY REVIEW/REVISIONS:

Policy on In-House Use of The Saint John's Bible; Out-of-Library Use Policy & Application

Ann Hokanson advised no proposed changes to the existing Policy on In-House Use of The Saint John's Bible or to the Out-of-Library Use Policy for The Saint John's Bible.

Alex Mayfield moved to approve both policies; Melissa Bonorden seconded. Motion carried.

Draft Policy on Sales, Solicitation, and Petitioning

Ann Hokanson relayed the proposed policy on Sales, Solicitation and Petitioning was approved by the City Attorney with slight revisions from the original version previously viewed by the Library Board. The policy will be brought to the board to vote on its adoption at the November meeting.

COMMITTEE REPORT:

Julie Schramek, Personnel Committee Chair, advised the committee will meet on Thursday, October 13, to finalize the annual review of the Library Director, 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.

Staffing

Ann Hokanson advised the hiring process is underway for filling the vacant library assistant position. Ann noted that thirty applications had been received and interviews will be conducted in the next few weeks, using the same process as was used for the most recent librarian hire, Jake Fejedelem.

Staff Development

Ann Hokanson reported the presentation given by Jake Fejedelem at the Minnesota Library Association conference in Duluth went very well and was attended by approximately 30 people. Julie Clinefelter provided a detailed written report for the board on her conference experience. Ann further noted that Julie is in the process of applying to participate in the MLA's Institute for Leadership Excellence program (MILE).

Wifi Hotspot Project

Jake Fejedelem presented a progress report on the library's wifi hotspot program, noting a steady growth in the number of unique users and overwhelmingly positive response by the community. Jake provided data on the circulation for both hotspots and Chromebooks for review by the board.

1,000 Books By Kindergarten Project

Ann Hokanson reported Kari Oanes, Youth Services Librarian, has nearly completed preparations for launch of the 1,000 Books by Kindergarten project, which is a new literacy initiative for young children and their families. Kari provided a written report for the board. The Friends of the Library provided funding for the local program.

Facilities

Ann Hokanson advised the new carpeting has been installed and is generating positive feedback. She noted there was no disruption to library services during the process. Ann also advised a few of the trees in front of the library have been marked for removal by Park and Rec staff due to poor condition and overcrowding issues.

Friends of the Library Annual Fall Used Book Sale

Ann Hokanson reported the sale went very well, although both the amount of items donated and the number of shoppers were down somewhat from the last sale. However, she noted the total sales amount had remained fairly steady.

SELCO REPORT: None.

SEPTEMBER 2016 GIFTS REPORT:

Sally Baker moved to approve the September 2016 gifts; Kristen Olson seconded. Motion carried.

OTHER BUSINESS: None.

CITIZEN COMMENTS: None.

BOARD COMMENTS: None.

ADJOURNMENT:

Motion to adjourn made by Alex Mayfield at 5:10 p.m., Melissa Bonorden seconded. Carried.

Respectfully submitted,
Sara Steinhoff, Recording Secretary

NEXT BOARD MEETING
Monday, November 14, 2016, 4:15 p.m.