

AUSTIN PUBLIC LIBRARY BOARD MEETING
November 14, 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, November 14, 2016, at the Austin Public Library.

PRESENT: Julie Schramek, Sally Baker, Barry Irish, Jodi Krueger, Alex Mayfield, Kristen Olson, Xiuhong Zhai

ALSO PRESENT: Ann Hokanson, Sara Steinhoff, Steve King

ABSENT: Nathan Annis, Melissa Bonorden

AGENDA:

Julie Schramek suggested the closed-session portion of the agenda - noted as the report of the Personnel Committee - be moved to the end of the meeting. Barry Irish moved to approve the agenda with the suggested change; Jodi Krueger seconded. Carried.

MINUTES:

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

BILLS:

Barry Irish inquired as to the purpose for the invoice in the amount of \$4,000 for Midwest Tape. Ann Hokanson advised this was a subscription prepayment for patron use of the Hoopla digital content. She noted there is a steadily increasing use of this service, which provides access to a large catalog of electronic media, including audiobooks, movies and music.

Sally Bakers noted an expense for the purchase of Minnesota driver manuals and asked if those could be obtained for free. Ann Hokanson explained the state no longer provides printed versions of the manual, and it is only available for free on in the state's website. Since many people prefer and need a printed version, the library purchases them from a third-party vendor who can provide them more cheaply than if the library printed and processed copies for patrons.

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

POLICY REVIEW/REVISIONS:

Policy on Outside Sales, Solicitation and Petitioning

Ann Hokanson advised the City's attorney had made changes to the wording regarding petitioning, but the policy is otherwise unchanged from what the board had previously reviewed and discussed.

Barry Irish moved to approve the policy as presented; Alex Mayfield seconded. Motion carried.

DIRECTOR'S REPORT:

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

AWE Computers

Ann Hokanson noted six new A.W.E. computers (designed for preschool-aged children) have been installed, replacing the six similar stations that had either ceased functioning or become outdated. The computers feature games and activities to encourage learning and creativity.

Stack Map

Ann Hokanson advised Jake Fejedelem has added a mapping feature to the catalog for library materials. She noted the software feature, made available to libraries by SELCO, shows patrons the exact shelf location of an item when they search for it in the online catalog.

Art Cart

Ann Hokanson reported Kari Oanes, Youth Services Librarian, recently launched use of an “art cart,” which holds materials for drawing, coloring and simple art projects for children. The cart is available at all times and is located near the Early Literacy Room in the children’s area. Since its introduction, it has proved very popular with kids and has gotten a lot of use.

Staffing

Ann Hokanson advised Edgar Garcia has begun working at the library as a part-time library assistant and is currently training in circulation duties.

Legacy Grant Update

Ann Hokanson advised the Legacy Grant Committee had met and reviewed the final report regarding the Art Trailer grant project and discussed the items of non-compliant publicity materials, and the decision was made to disallow funding to Austin Public Library for any collaborative projects for one year and to required that all Legacy grant-funded project public-relations materials for the coming year be preapproved.

SELCO REPORT: Sally Baker shared year-end statistics from SELCO’s annual report and noted the organization is continuing its search for a replacement for their director, who will retire in March 2017.

OCTOBER 2016 GIFTS REPORT:

Barry Irish moved to approve the October 2016 gifts; Alex Mayfield seconded. Motion carried.

OTHER BUSINESS: None.

CITIZEN COMMENTS: None.

BOARD COMMENTS: None.

COMMITTEE REPORT:

Julie Schramek, Personnel Committee Chair, advised the committee has completed the annual review of the Library Director for presentation to the board.

A motion was made by Sally Baker, seconded by Barry Irish, to go to a closed session. Motion carried.

A motion was made by Sally Baker, seconded by Barry Irish, to reopen the meeting. Motion carried.

Kristen Olson moved to approve the Annual Review of Ann Hokanson; Sally Baker seconded the motion. Motion carried.

Sally Baker moved to approve Julie Schramek to represent the board in working City to begin the search for a new library director, in light of Ann Hokanson’s impending resignation to accept a position as director of the Traverse des Sioux Library Cooperative, headquartered in Mankato.

ADJOURNMENT:

Motion to adjourn made by Barry Irish, Alex Mayfield seconded. Carried.

Respectfully submitted,
Sara Steinhoff, Recording Secretary

NEXT BOARD MEETING
Monday, December 12, 2016, 4:15 p.m.