



AGENDA ITEM #3.4

REPORT TO CITY COUNCIL

Report Prepared by: Angie Duus

Date: July 7, 2020

Subject: Library Report

Report: Attached are March 10, 2020 Board of Directors Meeting minutes, June 9, 2020 Board of Directors Meeting minutes, March 2020 Library Report and May 2020 Library Report for your review. There is not an April Library Report due to Covid-19.

Council Action Requested: No Council action requested.

PEQUOT LAKES COMMUNITY LIBRARY

Board Meeting Minutes

March 10, 2020

The regular meeting of the Pequot Lakes Community Library was called to order at 6:05pm in the Pequot Lakes Library on March 10, 2020 by Board Chair Melissa Birch.

Mike Czech resigned in January 2020.

Members Present: Melissa Birch, Faith Kimbler, Renee Moodie, Courtney Gran

Members Absent: Terri Grimes, Mark Jurchen

A motion was made by Renee Moodie to approve the minutes, seconded by Faith, and passed.

Old Business

Financial Report no treasurer at this time

Children's Program Report (given by Terri Grimes)

Terri is in Florida, but sent an email that says summer reading program is planned with Real Heroes as the theme. Fliers will be going out soon.

Election of Officers

- **Chair** - Mark Jurchen
- **Vice-Chair** - Renee Moodie
- **Secretary** - Faith Kimbler
- **Treasurer** - Melissa Birch

Faith made a motion that we approve this slate of officers as presented. Motion seconded by Courtney.

New Business

Renee Moody reported that a staff person from the city/volunteer fire fighter checked out the library safety exits, was looking for fire extinguishers, and stated there should be one in the children's room and in the meeting room. Also he stated that there are no smoke detectors and carbon monoxide detectors or AED. Renee is hoping to arrange some trainings for city staff and library volunteers. Melissa thinks we should do a staff training day and include safety.

Saturday, May 9th is the Made in MN Authors Event and it has been well received. Kristi Taylor, Nancy Adams, and Melissa Birch are organizing it. Short author talks will be included this time. They will be limiting the amount of authors to 15.

There was a suggestion to do a survey tally on the 4:00-5:00 hour on Mondays-Fridays to determine how many people use the library at this time.

If the coronavirus comes to our community we will close the library.

The Fourth of July parade was briefly discussed and whether or not the library should participate.

Meeting was adjourned at 6:20pm. Renee made the motion and Courtney seconded.

**PEQUOT LAKES LIBRARY BOARD
MEETING MINUTES
TUESDAY, JUNE 9TH, 2020**

The regular meeting of the Pequot Lakes Community Library was called to order at 4:30 pm in the Pequot Lakes Library on June 9th, 2020 by Board Chair Mark Jurchen.

Members Present: Faith Kimbler, Renee Moodie, Courtney Gran, Terri Grimes, Mark Jurchen

Members Absent: Melissa Birch

Guests: Nancy Adams

A motion was made by Renee to approve the March minutes, seconded by Terri and passed.

Old Business

Melissa was absent from the meeting, but Nancy gave a quick financial report. Melissa and Nancy drew up the budget together. Terri made a motion to approve the financial reports that were sent out to the board by email, motion seconded by Faith and passed. Capital outlay was discussed (minimum of \$2,500) for next year. For capital outlay, Mark asked if the board is aware of any purchases coming up that should be included. Computers/technology needs to be updated as per the strategic plan but fiber updates are needed before that can be done. Nancy and Kaye together with Roman at Watt Computer in Jenkins are looking to update desktop computers for patrons. The strategic plan was to make a communication/skills training center/learning center/area for all ages. It is estimated \$20,000 will be needed for technology for next year's budget. Mark asked if we should include online book systems. Nancy and Courtney gave input and it was decided it would be very expensive and complicated to set up and rather redundant since Kitchigami has an online book system. The Friends of the Library gave the library money to balance the budget this year. The library budget has been about \$20,000 every year. Terri made a motion to approve the new budget. Faith seconded the motion, the motion passed.

Terri gave a report on the Children's Program. She stated there is no story time or summer reading program this year because of Covid-19. Terri is having double hip replacement in August so this is good timing. Her theme was going to be "Heroes" and now she will use that theme next year. She will be working on ideas for the summer reading program for 2022.

Nancy gave an update on COVID 19 procedures and library operations. Nancy reported everything is going great so far. Only one patron has refused to wear a mask. Nancy will call him and talk to him and offer to do curbside pickup for him. Kids and everyone have been wearing masks. Currently the library is using both front and back doors and door bells were installed to keep staff aware of patrons needing help. The library will continue to require masks be worn.

Mark gave a fiber optic update and reported he will check back with TDS as to whether it is functional and what will be the monthly and upfront costs. The library will need high speed internet with a large capacity. Mark estimates the cost will be \$400 or \$500 a month.

Mark gave update on construction at the library and new parking area. Mark met with Tim Houle and Jason from the city. For the north lot they will leave the rocks and then lay landscape blocks for a retaining wall (cost will be about \$1000). The porous lot is not required, so there will be a slight slope and fill for drainage. This is a much cheaper option than the porous lot that was originally required. Hopefully this will be done by Fall.

Nancy did a great job with the redecorating of the library (new paint and carpet). It's looking good and all the stuffed animals and large beanbag in the children's room have been put away for now due to Covid-19.

The strategic plan will be discussed at the next meeting.

New Business

The operating hours of the library was brought up and discussed. This will be reevaluated in September when there is more information available. Nancy will find a way to have volunteers keep track of patron use during certain blocks of time where library patron use is lower.

Nancy expressed need for new computer chairs for the main six library computers that are used by patrons. It was suggested that Office Shop in Brainerd may have something similar to the chairs Nancy had in mind. Renee made a motion and Terri seconded it that Nancy can buy six chairs for up to \$250 each for the library patron computers.

Discussion was had about whether or not to use the popcorn wagon this summer. The city is doing Bands in the Park starting June 22. It was decided that we will use the popcorn wagon with a few modifications. Masks will be worn by those operating the wagon and extra sanitation will be done between customers. Nancy will work on getting volunteers.

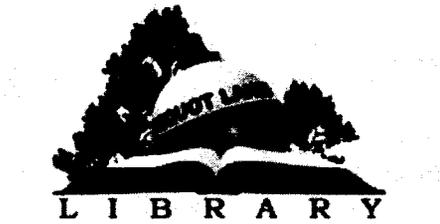
Meeting time for future meetings was discussed. It was decided that 4:30pm will work for most board members.

Renee has had the experience where patron and volunteer conversations wander into inappropriate areas. She would like to speak up and tell them she feels uncomfortable. Mark stated that if it is a volunteer, this needs to be handled with sensitivity. After discussion, it was decided that Nancy will send out a memo to the volunteers to remind them of our policy about talking about divisive, racist, or derogatory comments while in the library.

Terri made the motion to adjourn and Renee seconded the motion.
Meeting was adjourned at 5:35pm.

Next meeting will be September 8th at 4:30pm.
Meeting minutes submitted by Faith Kimbler

Library Report
Submitted: 6/5/2020



Report Dates: March 1-31

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| Number of Days Open within report dates: | 14 |
| Total Number of Patrons: | 814 |
| Average Number of Patrons per day: | 58 |
| Number of Patrons Attending programs: | 6 |
| Total Number of Volunteer Shifts: | 52 |
| Total Number of Volunteer Hours: | 176.75 |
| Average Number of Volunteers Per Day: | 3.0 |

Library Report
Submitted: 6/5/2020



Report Dates: May 1-31. 2020

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| Number of Days Open within report dates: | 14 |
| Total Number of Patrons: | 466 |
| Average Number of Patrons per day: | |
| Number of Patrons Attending programs: | 0 |
| Total Number of Volunteer Shifts: | 18 |
| Total Number of Volunteer Hours: | 67.25 |
| Average Number of Volunteers Per Day: | 33.0 |