

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Prairie West Branch

Wednesday, November 13, 2019 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:33 PM by Jean Beddow. Members present: Jean Beddow, Alexandra Hartzler, Lorie Hogstad, Anne Land, Joel Rosenthal, and Library Director Jodi Fick.
Members absent: County Commissioner Cindy Heiberger
Staff present: Monique Christensen, Dan Neeves, Kim Kobblank, and Lucy Wang
2. Adoption of the agenda. Motion by Hartzler and second by Hogstad to adopt the agenda. Motion carried.
3. Motion by Hogstad and second by Hartzler to approve the minutes of the September 11, 2019 meeting. Motion carried.
4. Review of financial statistical reports. 89% of the year is completed with 78.3% expended. This is right in line with previous years. In operating we will be spending more as part of the Early Literacy BHAG and in capital the Oak View Fiber project is delayed due to missing conduit. In statistics Interlibrary Loan activity is leveling off. This is an expensive service so no growth is good. There is a new line in the Outreach area – we are now tracking how many people we connect with at outreach events along with the number of events. That will help us make informed decisions on what events to repeat.
5. Library Director and staff reports.
Staff update – We converted a Library Associate into a Librarian position who will focus on teen services. Lucy Wang was promoted to the position. With a retirement at Caille, we had a Library Associate opening that will be filled by Amy Larsen, current part-time staff at Prairie West. We have one more vacant Library Associate Downtown that will be filled soon. We are also hiring 7 part-time staff members at various locations. Turnover in part-time may be due to wage, hours offered, other factors, or promotion to full-time.
Read for the Record – thanks for all who read to the 6,195 kids in 234 classrooms and daycares. Readers included many prominent citizens as well as 2/3 of the city directors including the mayor. Peakon – this is a tool that measures employee engagement. We receive feedback on how employees are feeling. It looks at various drivers such as reward, environment, flexibility, growth and many others. The library is doing fairly well in our overall score, but we have some areas to improve.
Underserved populations – We have an underserved committee that is looking for ways to better serve those who experience homelessness or are at a higher level of poverty. We're emphasizing better hospitality in our service. Staff took a three-hour training: Librarians guide to Homelessness from Ryan Dowd the executive director of a large shelter in the Chicago area. One of the initiatives is our monthly Coffee and Conversation the first Monday of the month. Anyone can come say Hi, get coffee and cookies and connect to staff. Other service agencies occasionally attend. Lutheran Social Services talked about how get a driver's license without a social security card. Right now the

Downtown Library has a display for Hunger and Homelessness week which includes artwork from residents at the St Francis house.

Grow with Google – This was a tremendous opportunity and changed the face of Downtown. It drew business people, entrepreneurs, and nonprofits. There was a different level of busy and a real buzz going on. Initial contact from Google started 6 weeks before the program. They brought over 30 people, professional trainers, and their own computers, tables, media, signage. There were 4 workshops and 1 to 1 coaching sessions. All at no cost to us. Google is now a partner and we can receive some additional materials. If we have a high attendance at a class they will send an instructor. We are working on a grant application for \$1000.00 towards additional Google classes. Library Program policy presentation by Lucy Wang and Monique Christensen – The program policy tells the public and staff why we do programming. It gives us a format for helping people understand why we chose the programs we do and provides a way for people to share concerns. The areas include our Mission, who's responsible for programs, what criteria we use, how we work with community partners or co-sponsors. It also includes general guidelines and information on reconsideration through the statement of concern form. Hartzler suggested one change to the criteria adding goals to the line about the library mission. Any other changes should be sent to the library prior to Christmas. A final version of the Library Program Policy will be presented at the January board meeting for approval.

6. Board Reports. (There were no board reports.)
7. Public Input. There was a guest but no public input.
8. Unfinished Business. (There was no unfinished business.)
9. New Business.

Proposed Library Board meeting schedule for 2020. Land asked that the November 11 date be changed to November 18 to avoid the holiday. Motion by Hogstad and second by Hartzler to adopt the amended Board of Trustees 2020 schedule.

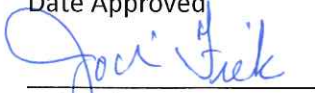
10. Other.
11. The next regular meeting will be on Wednesday, January 8, 2020 at 4:30 PM at the Downtown Library.
12. Adjournment. The meeting was adjourned at 5:26 PM.



Monique Christensen
Library Staff

11/8/2020

Date Approved



Jodi Fick
Board Secretary