

# Plainview Public Library

Connecting our Community with Information, Experiences, and Each Other

## **BOARD OF TRUSTEES MEETING** **Tuesday, March 15, 2022, 7:00 PM**

- I. Call to order
- II. Approval of Agenda
- III. Approval of Consent Agenda
  - A. Board Minutes: 02/15/2022
  - B. Director's Report
  - C. Programming & Outreach Report
  - D. Acknowledgement of Donations (none)
- IV. Payment of bills
- V. Unfinished business
- VI. New business
  - A. Discuss Online Meetings
  - B. Library Staff Promotion: Jennifer Torres
- VII. Set next regular meeting - 04/19/2022
- VIII. Adjourn

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## Plainview Public Library Board of Trustees

Tuesday February 15, 2022 7:00 PM

**Members Present:** Youlonda Loechler, Miranda Muller, Missy McRay, Adam Feils, Nicholas Ozment

**Members Not Present:** Paul Eidenschink, Ian McDonald,

**Staff:** Alice Henderson

**City Council Member:** Lindsay Hammer-Bartley

The meeting was called to order by Youlonda at 7:00 PM. The meeting was held online due to COVID-19.

A motion was made by Missy and seconded by Miranda to approve the agenda. Motion carried unanimously via roll call vote.

A motion was made by Adam and seconded by Youlonda to approve the consent agenda as follows:

- Board Minutes 1/18/2022
- Director's Report
- Programming & Outreach Report
- Acknowledgement of Donations
  - Bruce Kreofsky and Sons, Inc.

### Payment of Bills

A motion was made by Missy and seconded by Youlonda to approve the Payables by Payee in the amount of \$4,865.21. Motion carried unanimously via roll call vote.

### Unfinished Business

#### New Business

- A. Approve 2021 Minnesota Public Library Annual Report: A motion was made by Missy and seconded by Miranda to approve the report as written and authorize Youlonda to sign the report. Motion carried unanimously via roll call vote.
- B. Approve Printer Copier Proposal: A motion was made by Missy and seconded by Nick to authorize Alice Henderson to accept the printer/copier as recommended. Motion carried unanimously via roll call vote.

### Additional Discussion

Next meeting is set for March 15, 2022.

Motion to adjourn was made by Youlonda and seconded by Adam at 7:12 PM. Motion carried unanimously via roll call vote.

Respectfully submitted,  
Miranda Muller

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## Director's Report: March 2022

**Amanda Lynn Author Visit:** The library will be hosting local author, Amanda Lynn, on Saturday, April 9 at 10:30 am. She will be speaking about her newly released book, Shattered Reality. Copies of her book will also be available for purchase and signing that day.

**WiFi Hotspots Update:** Our hotspots have come in, been configured, and are now in circulation. The new devices are performing better than then they had been. Currently, the hotspots are promoted in our brochure which is given to each new patron and on the website. Library staff is working on a poster that can be placed in area businesses.

### Material Circulation:

	Overall Circulation	Service Days	Average Circulation per Service Day
February 2022	2890 Items	23	126 Items
January 2022	3285 Items	24	137 Items
December 2021	2607 Items	24	109 Items
November 2021	2734 Items	23	119 Items
October 2021	2822 Items	26	109 Items
September 2021	3085 Items	24	129 Items
August 2021	3043 Items	22	138 Items
July 2021	3325 Items	21	158 Items
June 2021	3355 Items	22	153 Items
May 2021	2329 Items	24	97 Items
April 2021	2675 Items	26	103 Items
March 2021	2777 Items	27	103 Items

Respectfully Submitted,  
Alice L. Henderson,  
Director, Plainview Public Library

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## Programming and Outreach Report--March 2022

### Programming:

The first ever Plainview Library Tiny Art Show concluded last week. Twenty-four artists ranging in age from 15-80(ish) submitted 3"x2" masterpieces. Art ranged from abstract, to fantastic, to minutely detailed. The variety was very, very fun. The response from audience and artists was enthusiastic, so we would consider doing similar programs in the future.

Diali Cissokho and his band visited the library on Wednesday, March 2nd for an early evening concert. To my knowledge, a concert featuring a Senegalese kora player has never come to Plainview before. We are grateful to Riverside Concerts for making the evening possible and hope to work with them in the future to bring live music to Plainview.

The Chione Quintet, a Twin Cities woodwind group, will be presenting a musical storytime *Shoua and the Northern Lights Dragon* by Ka Vang on Friday, June 17th at 1:30pm. This project is brought to the region by a special grant from the Minnesota Arts and Cultural Heritage fund and administered by SELCO.

### Upcoming:

Amanda Lynn author visit--Saturday, April 9 @ 10:30am at the Plainview Public Library

John Mulligan author visit--Wednesday, May 2 @ 2pm at the Plainview Public Library

Chione Quintet musical storytime--Friday, June 17 @ 1:30pm

Salsa del Soul concert--Thursday, June 30 @ 6pm at the Plainview Public Library

### Outreach:

On Thursday, February 24th, I visited PEM kindergarten classes as their guest reader during "I Love to Read" week. to read a story and talk briefly about the library. These visits are part of the district's "I love to read" month.

I worked with Molly McDonald to help select a book for the staff of the PEM preK-3 building to read as a book club. They landed on *Broken: in the best possible ways* by Jenny Lawson. Last Friday, they met for discussion and happy hour. It sounds like they are hoping to do another book in April.

Respectfully,

Meg Curtiss

Programming and Outreach Librarian

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## Executive Summary

Plainview Library Board of Trustees Regular Meeting: March 15, 2022

<b>Agenda Item:</b> Payment of Bills, March 2022	<b>Agenda Section:</b> Payment of Bills
<b>Prepared by:</b> Alice Henderson, Library Director	<b>Agenda Number:</b> IV.
<b>Recommendation/Action Required:</b> Approve the March bills as presented in the report "Payables by Payee."	

## Background

Supporting documents follow.

**Payables By Payee****March 15, 2022**

Payee	Account	Amount	Total
Baker & Taylor	592 Materials	\$1,324.47	
Center Point Large Print	592 Materials	\$23.24	
Child's World	592 Materials	\$41.90	
HBC	321 Telephone	\$54.60	
KBS (book shelf)	223 Building	\$68.51	
KBS (book shelf)	223 Building	\$63.58	
KBS (book shelf)	223 Building	\$3.96	\$136.05
Midwest Tape	592 Materials	\$135.95	
MInnesota Energy	383 Gas	\$429.08	
Peoples Energy Coop	381 Electric	\$285.00	
Rahman Heating and Air	223 Building	\$42.00	
Rochester Civic Music	437 Programming	\$250.00	
Scholastic	592 Materials	\$325.51	
SELCO	418 Automation	\$852.48	
Tom's Lawn and Cleaning	401 Contract Services	\$765.00	
US Bank (lease payoff)	201 Office	\$92.55	
Visa	592 Materials	\$167.44	
Visa	221 Computers	\$498.00	\$665.44
		<b>\$5,423.27</b>	

**Payables By Account****March 15, 2022**

Account	Payee	Amount	Total
201 Office	US Bank (lease payoff)	\$92.55	
221 Computers	Visa	\$498.00	
223 Building	KBS (book shelf)	\$68.51	
223 Building	KBS (book shelf)	\$63.58	
223 Building	KBS (book shelf)	\$3.96	
223 Building	Rahman Heating and Air	\$42.00	\$178.05
321 Telephone	HBC	\$54.60	
381 Electric	Peoples Energy Coop	\$285.00	
383 Gas	MIInnesota Energy	\$429.08	
401 Contract Services	Tom's Lawn and Cleaning	\$765.00	
418 Automation	SELCO	\$852.48	
437 Programming	Rochester Civic Music	\$250.00	
592 Materials	Baker & Taylor	\$1,324.47	
592 Materials	Center Point Large Print	\$23.24	
592 Materials	Child's World	\$41.90	
592 Materials	Midwest Tape	\$135.95	
592 Materials	Scholastic	\$325.51	
592 Materials	Visa	\$167.44	\$2,018.51
		\$5,423.27	

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## Executive Summary

Plainview Library Board of Trustees Regular Meeting: March 15, 2022

<b>Agenda Item:</b> Discuss Online Meetings	<b>Agenda Section:</b> New Business
<b>Prepared by:</b> Alice Henderson, Library Director	<b>Agenda Number:</b> VI.A.
<b>Recommendation/Action Required:</b> Provide direction to the Director regarding meeting format.	

## Background

At our January meeting, there was discussion about continuing online meetings or returning to an in-person format. The Board's direction at that time was to wait until March and raise the topic again.



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## Executive Summary

Plainview Library Board of Trustees Regular Meeting: March 15, 2022

<b>Agenda Item:</b> Library Staff Promotion	<b>Agenda Section:</b> New Business
<b>Prepared by:</b> Alice Henderson, Library Director	<b>Agenda Number:</b> VI.B.
<b>Recommendation/Action Required:</b> Promote Library Clerk Jennifer Torres to a permanent Library Assistant position at \$16.77 (Grade 3, Step 1), effective April 1.	

## Background

When we hired Library Assistant Dan Locke, it was unclear how many hours he would be able to work and what his commitments would be in the summer. We now have a clearer picture. His weekly availability during the school year continues to fit our needs nicely, but summers will be more difficult as he will have other obligations.

Meanwhile, Library Clerk Jennifer Torres works for the school and has excellent availability during the summer. I have spoken with them both about the possibility of splitting the position and they are both amenable. Utilizing existing staff to fill the Library Assistant position will protect the investment we have made in each of their trainings and allow us greater flexibility in our scheduling.

Currently, Jennifer is a Library Clerk so this would be a promotion in both position and pay. As she will be sharing a shift that we already budgeted for, there would be no negative financial impact in making this change.