

Plainview Public Library

Connecting our Community with Information, Experiences, and Each Other

BOARD OF TRUSTEES MEETING

Tuesday, April 19, 2022, 7:00 PM

- I. Call to order
- II. Approval of Agenda
- III. Approval of Consent Agenda
 - A. Board Minutes: 03/15/2022
 - B. Director's Report
 - C. Programming & Outreach Report
 - D. Acknowledgement of Donations (none)
 - E. Foundation Report
- IV. Payment of bills
- V. Unfinished business
 - A. Discuss Online Meetings
- VI. New business
 - A. Appoint SELCO/SELS Board Member: Mary Schneider
- VII. Set next regular meeting - 05/17/2022
- VIII. Adjourn

Please notify the library no later than Monday, April 18 if you are unable to attend.

Plainview Public Library

Connecting our Community with Information, Experiences, and Each Other

Plainview Public Library Board of Trustees

Tuesday March 15, 2022 7:00 PM

Members Present: Miranda Muller, Adam Feils, Paul Eidenschink, Ian McDonald

Members Not Present: Youlonda Loechler, Nicholas Ozment, Missy McRay

Staff: Alice Henderson

City Council Member: Lindsay Hammer-Bartley

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

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

A motion was made by Ian and seconded by Miranda to approve the consent agenda as follows:

- Board Minutes 2/15/2022
- Director's Report
- Programming & Outreach Report
- Acknowledgement of Donations (none)

Payment of Bills

A motion was made by Adam and seconded by Ian to approve the Payables by Payee in the amount of \$5,423.27. Motion carried unanimously via roll call vote.

Unfinished Business

New Business

- A. Discuss Online Meetings: Members present did not have a strong preference either way, but did feel that Covid is a concern. Members decided to keep meetings as is for April and have input from other members at the next meeting.
- B. Library Staff Promotion: Jennifer Torres: A motion was made by Ian and seconded by Adam to approve the promotion in position and pay for Jennifer Torres. Motion carried unanimously via roll call vote.

Additional Discussion

Next meeting is set for April 19, 2022.

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

Respectfully,
Miranda Muller

Plainview Public Library

Connecting our Community with Information, Experiences, and Each Other

Director's Report: April 2022

Author Visit: The Library will host Minnesota Author, Ranae Hanson, on Friday, May 6 at 6:00pm. Author of *Watershed: Attending to Body and Earth in Distress*, Ms. Hanson will share her insights about the interconnectedness of ecology and self. This project is made possible with money from Minnesota's Arts and Cultural Heritage Fund and the people of Minnesota for Library Legacy activities.

Community Needs Survey: SELCO is moving forward with their Community Needs Assessment project to help guide library decision-making in southeastern Minnesota. Part of the data gathering includes a community survey. I encourage each Board member to fill one out and share the survey with others who live in SE Minnesota. It is helpful to have feedback from a diverse set of respondents, and they do not need to be library users. There are links from the library's website and Facebook page. There are also paper copies available at the library.

Wabasha County Funding: We are coming up on the end of a 5-year contract for library support from Wabasha County. There are 4 libraries that are supported through Wabasha County funding: Lake City, Plainview, Wabasha, and Zumbrota. The City of Zumbrota does not sit in the county but their school district does, so their county circulation is included in the distribution formula. County payments are made to SELCO who then utilizes a formula that has been agreed upon by the 4 libraries to distribute all funds. The distribution formula takes a 5-year average of each of our county circulation numbers to determine the percentage that each library will receive. Library and SELCO staff members will meet with County Commissioners on Tuesday, April 19 to begin discussions for a new contract.

Plainview Public Library

Connecting our Community with Information, Experiences, and Each Other

Material Circulation:

	Overall Circulation	Service Days	Average Circulation per Service Day
March 2022	3144 Items	27	116 Items
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

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

Plainview Public Library

Connecting our Community with Information, Experiences, and Each Other

Programming and Outreach Report--April 2022

Programming:

I have been busy writing grant proposals to bring SELCO vetted programs to the library over the summer. We'll be hosting 3 events through that program: the Z Puppets Rosenschnoz, the Salsa del Soul band, and the Jolly Pops band. We also will host visits from three Minnesota authors who have been nominated for the Minnesota Book Award: Ranae Hanson, Anton Treuer, and Alan Eskins.

All of these programs are funded by the Minnesota Arts and Cultural Heritage Fund. We're looking at a lively couple of months!

Alice and I are getting dates on the calendar for Library Recess, a Wednesday storytime during the summer, and evening Family Storytimes. We've made the decision that we will again be able to host storytimes inside the library.

Upcoming:

John Mulligan author visit--Wednesday, May 2 @ 2pm at the Plainview Public Library
Library Recess--Fridays May 13, 20, and 27 10:30-11am at Wedgewood Park
Wednesday morning storytimes--June 1, 8, and 15, 10:30-11am at the library
Anton Treuer author visit--Thursday, June 2 2pm at the library
Z Puppets Rosenschnoz--Tuesday, June 7 at 10:30am at Wedgewood Park
Chione Quintet musical storytime--Friday, June 17 @ 1:30pm at the library
Family Storytimes--Thursdays, June 9 and July 7 at 6pm at the library
Salsa del Soul concert--Thursday, June 30 @ 6pm at the Eastwood Park
Jolly Pops concert--Monday, Aug 1 6pm at Wedgewood Park

Outreach:

On Thursday, March 21st, I visited the PEM Early Childhood Family Education program to do a sample storytime and to talk to the parents about how our library supports early literacy. It was fun dusting off my storytime skills and meeting new families. Most of the kiddos in the ECFE program are too young to have done programs with us prior to the pandemic. I appreciated being able to introduce myself. At least one of the families (out of about 18) has begun using the library with their children since my visit. Several of the families were already regular library users.

Respectfully,
Meg Curtiss
Programming and Outreach Librarian



Plainview Public Library

Quarterly Financial Report Quarter Ending March 31, 2022

	Original Agreement Date	Ending Balance 12/31/2021	Deposits	Withdrawals	Earned Interest & Dividends	Ending Balance 3/31/22
Plainview Public Library	6/12/2007	\$ 43,688.68	\$ 500.00	\$ (1,993.69)	\$ 19.26	\$ 42,214.25

Institution	Investment	Funds Available	Interest Rate	Balance
Foresight Bank	12-month CD	8/2/2022	0.45%	\$ 10,022.70
Foresight Bank	12-month CD	11/17/2022	0.35%	\$ 2,678.91
Foresight Bank	17-month CD	1/2/2023	0.70%	\$ 24,209.11
WNB Financial	60-month CD	n/a	2.20%	
Mutual of America*	Institutional Funds	n/a	n/a	
Capital One	Savings		0.10%	\$ 5,303.54
				\$ 42,214.25 Total Investment

Plainview Public Library

Connecting our Community with Information, Experiences, and Each Other

Executive Summary

Plainview Library Board of Trustees Regular Meeting: April 19, 2022

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

Background

Supporting documents follow.

Payables By Payee**April 19, 2022**

Payee	Account	Amount	Total
ABDO	592 Materials	\$1,350.80	
Baker & Taylor	592 Materials	\$1,672.86	
Baker & Taylor Lease	592 Materials	\$1,103.40	\$2,776.26
Canon	201 Office	\$66.80	
Canon	201 Office	\$66.80	\$133.60
Center Point Large Print	592 Materials	\$46.49	
Elgin Ambulance Service	223 Building	\$65.99	
HBC	321 Telephone	\$55.24	
Metro Sales	201 Office	\$98.12	
Midwest Tape	592 Materials	\$718.26	
Minnesota Energy	383 Gas	\$250.53	
People's Energy Cooperative	381 Electric	\$305.00	
Rahman Heating and Air	223 Building	\$42.00	
Rainbow Book Complany	592 Materials	\$319.87	
Scholastic	592 Materials	\$16.24	
SELCO	418 Automation	\$852.48	
StarTribune	592 Materials	\$408.10	
Tom's Lawn and Cleaning	401 Contract Services	\$765.00	
Visa	592 Materials	\$235.84	
		\$8,439.82	

Payables By Account**April 19, 2022**

Account	Payee	Amount	Total
201 Office	Metro Sales	\$98.12	
201 Office	Canon	\$66.80	
201 Office	Canon	\$66.80	\$231.72
223 Building	Elgin Ambulance Service	\$65.99	
223 Building	Rahman Heating and Air	\$42.00	\$107.99
321 Telephone	HBC	\$55.24	
381 Electric	People's Energy Cooperative	\$305.00	
383 Gas	Minnesota Energy	\$250.53	
401 Contract Services	Tom's Lawn and Cleaning	\$765.00	
418 Automation	SELCO	\$852.48	
592 Materials	ABDO	\$1,350.80	
592 Materials	Baker & Taylor	\$1,672.86	
592 Materials	Baker & Taylor Lease	\$1,103.40	
592 Materials	Center Point Large Print	\$46.49	
592 Materials	Midwest Tape	\$718.26	
592 Materials	Rainbow Book Complany	\$319.87	
592 Materials	Scholastic	\$16.24	
592 Materials	StarTribune	\$408.10	
592 Materials	Visa	\$235.84	\$5,871.86
		\$8,439.82	

Plainview Public Library

Connecting our Community with Information, Experiences, and Each Other

Executive Summary

Plainview Library Board of Trustees Regular Meeting: April 19, 2022

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

Background

At our March 2022 meeting, I sought guidance about meeting format, be it online or in person. There was discomfort in making a decision regarding online meetings without full representation, so the decision was delayed to gather more voices.

Plainview Public Library

Connecting our Community with Information, Experiences, and Each Other

Executive Summary

Plainview Library Board of Trustees Regular Meeting: April 19, 2022

Agenda Item: SELCO/SELS Board Appointment	Agenda Section: New Business
Prepared by: Alice Henderson, Library Director	Agenda Number: VI.A.
Recommendation/Action Required: Appoint Mary Schneider to the SELCO/SELS Board of Directors.	

Background

SELCO/SELS Board Member Carla Tentis will reach the end of her 3-year term in July. This appointed position involves providing a regional direction and vision for library services in southeastern Minnesota.

I would like to recommend Mary Schneider as our new representative to the SELCO Board. She filled out her term limit prior to Carla's appointment, and has much experience navigating the intricacies of the regional system along with local library decision-making. She has proven herself to be an excellent team worker and dedicated advocate for library services.

The job description for this position follows.



Job Title:	Member of SELCO/SELS Board of Directors
Revised:	July 2021
Contact Person:	SELCO/SELS Board President or SELCO/SELS Executive Director
Appointing Body:	Local public library board and/or County Board of Commissioners
Representing:	SELCO public libraries and SELS academic, public, school and special libraries

Statement of Purpose for a Member of the SELCO/SELS Board of Directors:

A member of the SELCO/SELS Board of Directors provides regional direction and vision for SELCO and SELS. Appointed by a local organization and working cooperatively, Board Members are responsible for governing SELCO and SELS, planning for each organization's future and promoting the organizational missions. Members of the SELCO/SELS Board of Directors are responsible for creating a strong positive culture and cooperative environment.

Responsibilities:

Appointed individuals comprise the Board of Directors of a not-for-profit corporation (MN Statutes 317A) and have the rights and responsibilities for regional public and multitype library systems as outlined in Minnesota Statutes 134.20 and 134.351. Specifically:

- Adopt bylaws and policies as appropriate to fulfill the regional library purpose
- Control regional library funds, income and expenditures
- Hire an Executive Director to manage SELCO and SELS and conduct an annual performance review
- Establish fair compensation for staff
- Purchase property and erect a building or lease space
- Prepare and submit an annual report and other required reports to the Minnesota Department of Education and/or other state or national agencies

Other General responsibilities include:

- Support and promote the SELCO/SELS missions, services, policies and programs
- Attend Board meetings
- Review meeting agendas and supporting materials prior to Board and/or committee meetings and keep up-to-date on developments pertaining to library service
- Serve on Board committees - Required: one year on one committee or task force by the end of the first term
- Attend trustee workshops, Board training and other special meetings or events
- Act as a liaison with the local library community
- Assist with the development and execution of the SELCO and SELS joint strategic plan
- Advocate for funding to support regional library programs and services
- Support basic library tenets such as but not limited to, Intellectual Freedom, Confidentiality of Patron Records, and Internet Safety

Personal Commitment and Skills:

- Ability to listen, analyze, think clearly and creatively
- Work well with people individually and in a group
- Ability to make the required time commitment, with a three-year term and the option to serve two additional three-year terms
- Ongoing commitment to staff development
- Commit to maintaining confidentiality
- Ability to be accessible by email, online meeting, telephone or other means
- Ability to access meeting documents electronically

General Notes:

- This job description is a guide outlining the responsibilities of a Member of the SELCO/SELS Board of Directors. The SELCO/SELS Board of Directors reserves the right to change job responsibilities as needs prevail, and to conform to Minnesota Statute and the most current version of the SELCO and SELS Bylaws
- A Member of the SELCO/SELS Board of Directors may be removed with or without cause by three-fourths (3/4) vote of all Directors, providing that the meeting notice shall include such purpose. A notice of removal from the Board of Directors shall be sent to the Director removed and their appointing body
- A Director may be removed at any time with or without cause by the governing authority that appointed the individual to the Board of Directors
- Missing more than two (2) consecutive meetings of the Directors shall be reason not to be counted as a voting member, for the purpose of a quorum, until the next time the member is in attendance. Directors missing more than two (2) consecutive meetings and their appointing body shall be contacted by the Board Secretary

Acceptance

As a Member of the SELCO/SELS Board of Directors, I have received, read, and understand this job description. I accept the responsibilities entailed in representing the academic, public, school and special libraries in the SELCO and SELS region.

Signature	Date
------------------	-------------