

Plainview Public Library

Connecting our Community with Information, Experiences, and Each Other

BOARD OF TRUSTEES MEETING

Tuesday, July 19, 2022, 7:00 PM

- I. Call to order
- II. Approval of Agenda
- III. Approval of Consent Agenda
 - A. Board Minutes: 06/21/2022
 - B. Director's Report
 - C. Programming & Outreach Report
 - D. Acknowledgement of Donations
 - E. Foundation Report (forthcoming)
- IV. Payment of bills
- V. Unfinished business
 - A. Preliminary Budget 2023
- VI. New business
 - A. Policy Review: Mobile Hotspot Policy
- VII. Set next regular meeting - 08/16/2022
- VIII. Adjourn

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

Plainview Public Library

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Plainview Public Library Board of Trustees

Tuesday, June 14, 2022 7:00 PM

Members Present: Adam Feils, Ian McDonald, Youlonda Loechler, Nicholas Ozment, Missy McRay, Paul Eidenschink

Members Not Present: Miranda Muller

Staff: Alice Henderson

City Council Member: Lindsay Hammer-Bartley

The meeting was called to order by Youlonda at 7:00 PM.

A motion was made by Paul and seconded by Ian to approve the agenda. Motion carried unanimously.

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

- Board Minutes 5/17/2022
- Director's Report
- Programming & Outreach Report
- Acknowledgement of Donations
 - Larry Gates \$100
 - Janice Jurgenson \$30

Motion carried unanimously.

Payment of Bills

A motion was made by Ian and seconded by Youlonda to approve the Payables by Payee in the amount of \$5,498.78. Motion carried unanimously.

Unfinished Business - None

New Business

- A. 2023 Preliminary Budget was discussed. Alice asked if there were areas that the Board would like her to prioritize. No specific items were identified. No action was taken.
- B. Pay scale was discussed. As a means to streamline the administration of city and library pay scales, Alice recommended adopting the city pay scale. A motion was made by Nick and seconded by Adam to adopt the 2022 City of Plainview pay scale, effective next pay cycle. Motion carried unanimously.
- C. Reclassify Library Director pay grade was discussed. In response to a Pay Equity Study to the State of Minnesota, the Plainview City Council recommended that the Library Board reclassify the Library Director position to Grade 11, Step 7 of the 2022 City of Plainview pay scale. A motion was made by Youlonda and seconded by Nick to reclassify the Library Director to Grade 11, Step 7 of the 2022 City of Plainview Pay Scale, effective the next pay cycle. Motion carried unanimously.
- D. Policy review of exam proctoring was discussed. Expectations for exam proctoring are no longer as extensive as they once were, so Alice recommended eliminating the policy. A motion was made by Ian and seconded by Adam to eliminate the Plainview Library's exam proctoring policy. Motion carried unanimously.
- E. Modification of the SELCO/SELS Board restructuring was discussed. A commissioned report by SCG Nonprofits came to the conclusion that the current 47-member SELCO/SELS Board structure did not allow for meaningful engagement. Resolution 2022-01 showed support for the recommendation of

Plainview Public Library

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libraries, that the SELCO/SELS Board consider "Option 21 with modifications" which results in a 16-person Board and includes library representation. A motion was made by Adam and seconded by Ian to approve Resolution 2022-01 supporting modification of the SELCO/SELS Board Structure. Motion carried unanimously.

Next meeting is set for July 19, 2022.

Motion to adjourn was made by Youlonda and seconded by Paul at 7:44 PM. Motion carried unanimously.

Respectfully submitted,
Missy McRay

Plainview Public Library

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Director's Report: July 2022

Karst Interactive Exhibit / July 28 - August 10: Water in southeast Minnesota flows through some of the most unique geology in the world, known as karst. The Library will host an interactive exhibit created by the Minnesota Pollution Control Agency that includes components that show how water moves through karst geology, challenges related to keeping groundwater safe for drinking, and how people can help protect water resources. Tie-in events include:

- Tuesday, August 2, 6:00pm: Karst Science for Families - Miss Meg will lead families through a conversation about karst with hands-on activities to show how it forms.
- Thursday, August 4, 6:00pm: Driftless Area / Karst Presentation - Sara Holger, Lead Interpretive Naturalist of Whitewater State Park, will discuss the natural history of this region and how it relates to its unique plants and animals.

Material Circulation:

	Overall Circulation	Service Days	Average Circulation per Service Day
June 2022	3747 Items	21	178 Items
May 2022	2896 Items	25	116 Items
April 2022	3025 Items	26	116 Items
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

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

Plainview Public Library

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Programming and Outreach Report--July 2022

Programming:

Most of our big programs have wrapped up for the summer. The Salsa del Soul concert on June 30 had to be moved indoors due to predicted inclement weather. It was *a lot* for an indoor program, so Alice and I are revisiting our options for weather compromised outdoor programs.

Upcoming events:

Jolly Pops concert--Monday, Aug 1 @ 6pm at Wedgewood Park

Karst Science for Families--Tuesday, Aug. 2 @ 6pm at library

Storytime--Wednesday, Aug. 17 and 24 @ 10:30 am at library

Outreach:

I have been so focused on programs during the month of June that things have been pretty quiet on the outreach front. In August, Alice and I will focus on our outreach to community seniors and implementing plans from our Large Print reading material grant from the Plainview Area Foundation.

Respectfully,

Meg Curtiss

Programming and Outreach Librarian

Plainview Public Library

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Executive Summary

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

Agenda Item: June Donations Report	Agenda Section: Consent Agenda
Prepared by: Alice Henderson, Library Director	Agenda Number: III.D.
Recommendation/Action Required: Acknowledge July donations.	

Background

The following donations were made to the Library:

Donald Judd \$30

Plainview Public Library

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Executive Summary

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

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

Background

Supporting documents follow.

Payables By Payee**July 19, 2022**

Payee	Account	Amount	Total
1Source	201 Office	\$196.38	
Baker & Taylor	592 Materials	\$915.50	
Canon Financial Services	201 Office	\$66.80	
HBC	321 Telephone	\$56.18	
Loffler	201 Office	\$24.69	
Midwest Tape	592 Materials	\$234.16	
Minnesota Energy	383 Gas	\$45.50	
People's Energy Cooperative	381 Electric	\$392.00	
Rahman Heating and Air	223 Building	\$42.00	
SELCO	418 Automation	\$852.48	
SELCO (Mobile App Maintenance)	418 Automation	\$584.44	\$1,436.92
Tom's Lawn and Cleaning	401 Contract Services	\$1,515.00	
Visa	592 Materials	\$182.80	
		\$5,107.93	

Payables By Account**July 19, 2022**

Account	Payee	Amount	Total
201 Office	1Source	\$196.38	
201 Office	Canon Financial Services	\$66.80	
201 Office	Loffler	\$24.69	\$287.87
223 Building	Rahman Heating and Air	\$42.00	
321 Telephone	HBC	\$56.18	
381 Electric	People's Energy Cooperative	\$392.00	
383 Gas	Minnesota Energy	\$45.50	
401 Contract Services	Tom's Lawn and Cleaning	\$1,515.00	
418 Automation	SELCO	\$852.48	
418 Automation	SELCO (Mobile App Maintenance)	\$584.44	\$1,436.92
592 Materials	Baker & Taylor	\$915.50	
592 Materials	Midwest Tape	\$234.16	
592 Materials	Visa	\$182.80	\$1,332.46
		\$5,107.93	

Plainview Public Library

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Executive Summary

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

Agenda Item: Budget 2023	Agenda Section: New Business
Prepared by: Alice Henderson, Library Director	Agenda Number: V.A.
Recommendation/Action Required: Approve the 2023 Budget	

Background

What follows is my proposed budget for 2023. Our typical process is:

- The Library Board of Trustees discusses and approves their budget [June - July]
- The budget is submitted to the Plainview City Council for discussion [August - September]
- The Plainview City Council approves the preliminary levy after which they can opt to reduce (but never increase) the levy amount [September]
- The Library Board of Trustees addresses feedback and numbers are firmed up as appropriate [October - November]
- The Plainview City Council approves the final levy [December]

I have made the following adjustment:

418 Automation: The high estimate here was \$11,600. With some firmer numbers from SELCO, it has been reduced to \$10,950.

With that number now in place, I recommend that we approve the 2023 Budget and submit it to the City Council.

Plainview Public Library
2023 Budget

2022 Approved 2023 Proposed

INCOME:

31010 City of Plainview	230,143.00	246,008.00	
33620 County of Wabasha	48,535.00	49,876.00	
36280 Other Sales (Copier)	1,500.00	1,500.00	\$15,865.00 Change from 2022 to 2023
Total Income	\$ 280,178.00	\$ 297,384.00	

EXPENSES:

Staffing

101 FT Employees	123,906.00	135,512.00	
103 PT Employees	19,760.00	23,553.00	
121 PERA	10,325.00	11,480.00	
122 FICA	10,990.00	12,169.00	
131 Health Insurance	37,477.00	38,280.00	
151 Workman's Compensation	800.00	685.00	
Total Staffing	203,258.00	221,679.00	

Services

201 Office Supplies	4,000.00	4,000.00	
221 Computers and Equipment	3,000.00	2,100.00	Staff laptop (1500) / Service for 5 hotspots (600)
321 Telephone	600.00	675.00	
331 Meetings and Conferences	1,500.00	500.00	
418 Automation	11,600.00	10,950.00	ILS (7400) / PC support (1400) / PC management (150) / Self-check (800) / App (600) / Website (600)
434 Sales Tax	160.00	150.00	
437 Programming & Outreach	1,500.00	1,500.00	
592 Materials (books, magazines, A/V, digital)	31,000.00	32,000.00	
Total Services	53,360.00	51,875.00	

Facility

223 Building Repair	3,000.00	2,000.00	
310 Professional Services	80.00	1,000.00	Moved Pest Control/Ext. Maintenance/HVAC to Pro Services
362 Insurance on Building and Contents	5,300.00	5,450.00	Hiring (100) / Pest Control (100) / Extinguisher Maintenance (200) / HVAC (600)
381 Electric	4,000.00	4,200.00	
383 Gas	2,000.00	2,000.00	
401 Contractual Services	9,180.00	9,180.00	Janitorial (9180) / Carpet Clean (\$0 in 2023)
Total Facility	23,560.00	23,830.00	

Total Expenses \$ 280,178.00 \$ 297,384.00 \$17,206.00 Change from 2022 to 2023

rates figured at step + 3% COLA

Plainview Public Library

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Executive Summary

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

Agenda Item: Policy Review: Mobile Hotspot Lending	Agenda Section: New Business
Prepared by: Alice Henderson, Library Director	Agenda Number: VI.A.
Recommendation/Action Required: Approve amendments to the Mobile Hotspot Policy	

Background

As a part of their goals for 2022, the Board will be reviewing each of their policies to ensure relevance, consistency, and adherence to the library's vision, mission, and core values.

This is our first review of the hotspot policy since the service went into place. Suggested revisions include a new purpose statement and a streamlining of language. Staff also recommends that the following items be added:

- Specifying that hotspots can only circulate from the Plainview Library: We have had our own patrons request hotspots to be picked up at other libraries. This creates concerns about the item traveling through delivery and enforcement of our local policies on the other end.
- Specifying that patrons cannot place a request on a hotspot while they have one checked out: Initially, we had patrons who would not return their hotspot (even though it was disabled) until they had another hotspot ready for check out. A settings change to prevent requests until an item is returned fixed the issue, so we would like the policy language to reflect what is already in place.

I have included the policy with suggested revisions and a matching agreement form for your review. Proposed new language is underlined and suggestions for deletion have been struck-through.

PLAINVIEW PUBLIC LIBRARY
Mobile Hotspot Lending Policy

~~This policy is to establish guidelines for the circulation of mobile hotspots. In fulfilling the Library's mission to support a lifelong enjoyment of reading and learning, the Library lends mobile wireless hotspots to Library patrons.~~

The Plainview Library Board of Trustees is responsible for overseeing equitable, accessible, and inclusive library services. The Library lends mobile wireless hotspots to increase access to the Internet. When a patron borrows a mobile hotspot, the patron's use of the equipment is available under the following terms and conditions apply:

~~In order to~~ To borrow a hotspot, patrons must be eighteen years of age or older and have a fine-free SELCO Plainview library card. Hotspots can only circulate from the Plainview Public Library and cannot be routed to other libraries for check out.

At the time of checkout, the ~~borrowing~~ patron must present his or her library card and state-issued ID. Only one hotspot may be borrowed on a patron's account at ~~any one~~ time. The loan period for ~~the~~ a hotspot is 14 days. Renewals are allowed if there are no requests against the item.

The Library ~~will~~ accepts requests for a hotspot. Patrons will be notified when a hotspot is ready for pick-up, ~~and~~ Patrons will have 7 days from the time of this notification to check out the hotspot, ; ~~after such time it will be released to another patron.~~ Patrons cannot request a hotspot if they already have one on their account. Once the hotspot has been returned, a new request can be made.

By borrowing and initiating use of the Library's hotspot, the patron agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the hotspot and Internet access provided by the Library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.

Overdue hotspots will be deactivated within 2 days after the due date. The hotspot will not be considered returned until all components of the hotspot are returned, including the case and charging cord. If the item becomes lost or damaged, the patron will be charged a \$50 replacement fee.

Adopted February 19, 2019 by Plainview Board of Trustees
Amended July 19, 2022 by Plainview Board of Trustees

Plainview Public Library
Mobile Hotspot Lending Agreement

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Overdue hotspots will be deactivated within 2 days after the due date. The hotspot will not be considered returned until all components of the hotspot are returned, including the case and charging cord. If the item becomes lost or damaged, the patron will be charged a \$50 replacement fee.

I affirm that I am 18 years of age or older.

I affirm that I have read and agree to the above terms and conditions for use of the Library's mobile hotspots.

Name

Date

Signature