

## AUSTIN PUBLIC LIBRARY BOARD MEETING

December 11, 2023; 4:30 p.m.

Board Chairperson Melissa Bonorden called the regular meeting of the Austin Public Library Board to order at 4:30 p.m., on Monday, December 11, 2023, at the Austin Public Library.

**PRESENT:** Melissa Bonorden, Gema Alvarado-Guerrero, Kristi Beckman, Jwokamer Debock, Sue Grove, Ted Hinchcliffe, Nitaya Jandragholica, Stephanie Postma

**ALSO PRESENT:** City Council Liaison Jeff Austin, Mower County Rep. to SELCO Valerie Sheedy, Julie Clinefelter, Sara Steinhoff

**ABSENT:** Shannon Lysne

### **AGENDA:**

Kristi Beckman moved to approve the agenda; Gema Alvarado-Guerrero seconded. Motion carried.

### **MINUTES:**

A motion was made by Ted Hinchcliffe, seconded by Stephanie Postma, to approve the November 13, 2023, meeting minutes as presented. Carried.

### **EXPENSES AND FINANCE REPORTS:**

A motion was made by Nitaya Jandragholica to approve expenditures and accept the finance reports for November 2023. Jwokamer Debock seconded the motion. Motion carried by unanimous roll-call vote.

### **SELCO REPORT:**

Valerie Sheedy reported on the recent SELCO board meeting, noting the board had voted to record board meetings and make them available online for member libraries for a period of three years. She also stated the board discussed lengthening the term of the ILS contracts – currently set at three years – to help lock in vendor rates farther in advance.

### **CITY/COUNTY LIAISON REPORTS:**

Jeff Austin reported on follow-up meetings being conducted with council members and employees in the wake of the employee survey results, noting there were many common themes and expressing hope that progress can be made. He also advised the annual Truth in Taxation meeting was held for the 2024 budget year.

County Liaison was not present.

### **OPERATIONAL REPORT:**

Julie Clinefelter provided a written report prior to the board meeting, and discussed the following items:

#### **Staff:**

Julie reported the staffing schedule through May 2024 has been completed, incorporating the Sunday hours into the plan, and also making some changes to have librarians at the desk more throughout each day. She also noted the new Sunday hours would not be announced until closer to the end of December to avoid patron confusion as to the effective date of the change.

Clinefelter stated she has done some online learning and talking with SELCO regarding marketing for the library. She reported she has been also working with a couple of staff members on a new marketing plan, which is a difficult area because the library doesn't have a dedicated marketing person and relies on a number of staff to piece the tasks together, depending on their particular skills and strengths. Board members offered suggestions for resources to assist with these efforts and Julie will keep the board updated on progress.

#### **Networking and Outreach:**

Julie noted there had been a number of meetings in the past month and new opportunities for collaboration. She stated she is working with SELCO to create a Reading for Life webinar for use throughout the region. Julie also advised she is working with Minneapolis Community and Technical College's library paraprofessional degree program to visit there and do a program on Austin's experience with the Drag Queen Story Time as a kick-off to their section on freedom of information, which will be recorded and made available as a resource.

Julie reported she and Nitaya Jandragholica also met with Mower County Health and Human Services staff to set up times for HHS to do some outreach in the library by having designated times where a social worker or

other staff will be present in the library. She stated the HHS staff persons would be available to answer questions or provide information, so people have access to this resource in a comfortable, welcoming setting during hours that work around their schedules. Julie also mentioned there may be other organizations or resource providers that the library with whom the library would explore similar collaborations if this pilot proves to be a successful model. Board members expressed their support and provided a number of suggestions on getting the word out in the community.

Clinefelter reported the library had received a mini-grant from SELCO for \$500 to fund classes – including manuals and instructor fees - in Spanish to assist community members with obtaining their drivers licenses.

**Strategic Planning in 2024:**

Julie reported she has had further discussions with SELCO Director Krista Ross regarding the options available for SELCO assistance in putting together a new strategic plan in 2024, noting the library already has gathered a fair amount of community feedback and many of the items from the existing plan remain relevant, so the process would not have to start from scratch. Nitaya advocated for starting the discussion with library staff to assure that the plan is grounded in the insights from those who are present on a day-to-day basis. Julie confirmed the process will be a joint effort between the board and staff, and she will reach out to Krista again to schedule a time for her to come to a board meeting.

**Facilities:**

Julie advised there have been some ongoing issues with the HVAC system, as well as a few minor problems with the alarm system, but the required updates and work have been either completed or scheduled. She also stated the library would need to consider an official policy on use and viewing of library surveillance video footage sometime in 2024 now that the camera system has been updated and more outdoor space is visible.

**OTHER BUSINESS:** None.

**CITIZEN'S COMMENTS:** None.

**BOARD COMMENTS:** None.

**PERSONNEL COMMITTEE – ANNUAL REVIEW OF LIBRARY DIRECTOR:**

Melissa Bonorden moved to go to closed session for the purposes of discussing the Personnel Committee's review of the library director, Julie Clinefelter. Nitaya Jandragholica seconded the motion. Motion passed.

Following discussion of the director's review, Sue Grove moved to return to open session. Nitaya Jandragholica seconded the motion. Motion passed.

Stephanie Postma moved to approve and accept the annual review of the library director as presented; Sue Grove seconded. Motion carried.

**ADJOURNMENT:**

Gema Alvarado-Guerrero moved to adjourn at 5:30 p.m.; Jwokamer Debock seconded. Motion carried.

Respectfully submitted,  
Sara Steinhoff, Secretary

**NEXT BOARD MEETING – Monday, January 8, 2024, 4:30 p.m.**