

SCOTT COUNTY LIBRARY

MINUTES OF FEBRUARY 21, 2019

Thursday February 21, 2019

5:30 p.m.

Library Administration
1615 Weston Ct
Shakopee, MN 55379

Michelle Salmonson called the meeting to order.

Roll call was taken.

MEMBERS PRESENT: Michelle Salmonson, Ed Speiker, Lee Watson, Joyce Bailey, Jill Kuftrin, Commissioner Weckman Brekke

MEMBERS ABSENT: None

OTHERS PRESENT: Jake Grussing, Cindy Purser, Kristy Rieger, Sarah Geffre,

There was no public comment.

- ❖ Consent Agenda
 - Minutes – January 2019
 - Activity Report – January 2019
 - Financial Report – January 2019
 - Acceptance of written reports
 - Director
 - Associate Director
 - Library Technology Manager
 - Learning and Outreach Manager

A MOTION WAS MADE BY WATSON AND SECONDED BY SPEIKER to approve the Consent Agenda.

MOTION CARRIED

❖ **INFORMATION/DISCUSSION**

LEGISLATIVE DAY

Library Legislative Day is Tuesday February 26, 2019. Both Ed and Jill have expressed interest in participating. Kristy will also be joining. Included in the board packets are informational sheets about Legacy program funding, and Regional Library Basic System Support (RLBSS) funding. Elected officials especially like to hear from constituents so it will be helpful to have Ed and Jill along and for them to tell stories about how the library is being used, great things that the library does, etc.

QUARTERLY UPDATE

Jake sends a quarterly update to all the library staff in an attempt to inform and invite feedback among all 100 library staff members. A copy of Jake's message to staff and Jake's evaluation goals from Lezlie were included for the boards review. The board thinks it is great that Jake plans to get out to the libraries more often.

Also included in the quarterly update is a copy of the measure of the month. The measure of the month is a data point reviewed related to the library story. Data is important because it can be actionable, it can impact functions and plans, etc. For February, the data point is the annual circulation of the library collection. Overall circulation is up, but circulation per capita is down. The data is being presented to staff and they are being asked if the measure is meaningful and impactful, how can it be improved, etc. How would the data be better or more impactful?

❖ **ORAL REPORTS**

KUFRIN: Jill brought an article in the Prior Lake American paper about libraries.

WATSON: Lee was at the Savage Rotary lunch where Janet complimented Stacy's City Council presentation. Lee suggested that library board members be invited to future City Council meetings where library staff will be presenting as a way to represent and show support.

COMMISSIONER WECKMAN BREKKE: The County Board is working on the strategic plan. They have been holding a few meetings in some library locations. As part of visiting, they are also given a tour, get to meet library staff, etc.

DIRECTOR

Jake presented a draft version of a possible revised activity report. The board liked the draft presented and feels the information is useful. If you can think of ways to improve the report, let Jake know.

ASSOCIATE LIBRARY DIRECTOR

Cindy continues to train Amy at Prior Lake.

The Selection Team met on February 13 and discussed goals for 2019.

Cindy continues to prepare for All Staff Day on March 8th.

LIBRARY TECHNOLOGY MANAGER

Kristy continues work on Winter Reads and Cloud Library. She is also working on preparing for All Staff Day and Better Impact (volunteer software the county uses).

LEARNING AND OUTREACH MANAGER

Lisa was not present at the meeting, but prepared a report for the boards review.

MOTION BY WATSON AND SECONDED BY SPEIKER to adjourn the meeting.

MOTION CARRIED

Michelle Salmonson, President

Sarah Geffre for
Joyce Bailey, Secretary

The March Library Board meeting will be held on Thursday, March 21, 2019 at New Prague Library at 5:30 p.m.