

**MINUTES FROM THE PATRICK HEATH PUBLIC LIBRARY
ADVISORY BOARD MEETING
March 14, 2019
Bookshop Under the Windmill**

In attendance: Karen Hill, Susan Nelson, Susan Whipple, Ann Meyer, Martha Schaefer, Sandy Johnston, and Kelly Skovbjerg. Absent: Ashlee Pfeiffer, Richele Poston, Greg Woodard

The meeting was called to order at 6:05 p.m. by Chair, Susan Nelson.

Guests

None.

Minutes

The minutes of the February 14 meeting were read. Martha Schaefer moved to approve, and Ann Meyer seconded. Motion carried.

Citizen Comments

None.

Library Director's Report

Kelly Skovbjerg, Library Director presented the February Monthly Report (attached) which highlights activities and accomplishments by department. The report also includes photos of events and the March calendar of activities at the library. Kelly mentioned that the Hub renovation bid packages are both published. The construction proposals are due back March 20 by 4 p.m. and the furniture proposals are due back April 5 by 4 p.m.

Committee Reports

None.

Old Business

Strategic Plan 2017-2019

The City is incorporating all department strategic plans into one combined brochure. We haven't seen a final version yet.

Unattended Children Policy

The City Attorney suggested that we leave the requirement to wait with kids under the age of 14 who are at the library after closing. A motion to approve the policy with suggested changes was made by Susan Whipple and Martha Schaefer seconded. Motion carried.

Disruptive Behavior Policy

The City Attorney has also suggested that we re-incorporate the language in this policy to contact parents before asking a child under the age of 14 to leave the property for disruptive

behavior. A motion to approve the policy with suggested changes was made by Karen Hill and Ann Meyer seconded. Motion carried.

Support Groups

The Friends continue to support the library by selling books at the bookshop and agreed to provide coupon prizes for the Summer Reading Program as they did last year. They will also provide books for “Grab and Go” bags for the summer. The BPLF is considering funding half of the proposal for a library facilities master plan. The City will produce a short video in April thanking the BPLF for their support of the Hub renovation project.

Strategic Plan FY2020-2021

The board briefly reviewed the current FY17-19 plan with Kelly mentioning that the plan is simplistic because in years past some of the goals and activities were difficult to measure. The board reviewed the library mission statement, vision statement and values. The board was asked to determine what services were most important to them as a representative of the constituents of the community. The board also completed a brief environmental scan focusing on strengths and weaknesses. We will provide more information about library trends and benchmarks from other libraries before the April meeting where we will continue to review the current plan, finish the environmental scan and determine how to garner data from constituents and what data to seek. Kelly will also send notes on the March strategic planning session for the board's review.

New Business

Customer Service Policy

A motion to approve the policy was made by Martha Schaefer and Ann Meyer seconded. Motion carried.

Community Display Policy

A motion to approve the policy was made by Ann Meyer and Susan Whipple seconded. Motion carried.

Technology Lending Policy

Kelly mentioned that we will want to change the dollar amount on page 3 once the new laptops are available to lend to patrons for in-house use. A suggestion was made to put a range now and that way the library wouldn't have to bring policy back to approve changes before the annual review. A motion to approve the policy was made by Susan Whipple and Ann Meyer seconded. Motion carried.

Other Business

Karen Hill mentioned that she knows the editor of the SW Airlines pilot who lives in Fair Oaks. She is publishing a book later this year. Karen will get in touch with her friend to see if Tammi Jo Schults might be able to come to the library.

Date for Next Regular Meeting

The next meeting is scheduled for Thursday, April 11, 2019 at 6:00 p.m. at the Bookshop Under the Windmill.

Respectfully submitted on March 18, 2019.

Sandy Johnston