



Meeting Minutes Library Board

Monday, September 23, 2019

12:00 PM

Public Library

1. Call to Order/Roll Call

discussed

Present 4 - Board Member Marilyn Menish-Meucci, Board Member Cynthia McDonnell, Board Member Chelsea Tremblay, and Board Member Gina Esposito

Excused 3 - Board Member Elizabeth Thompson, Board Member Alec McMurren, and Board Member Barbara Fish

2. Approval of the Minutes

Attachments: [LIB0923-1 MINUTES.pdf](#)

approved

3. Amendment & Approval of Meeting Agenda

approved

4. Visitors Views Unrelated/Related to Agenda

5. Staff Report

Summer stream

This year we saw an 50% increase in reading over last year and a 65% decrease in activity challenges completed. Roughly half of the 96 kids who registered completed the program.

Using Beanstack for our online summer reading program for the first time this year had its ups and downs. The company is fantastic to work with and has excellent customer service. The downside was once again we used a different program for our participants which has a different look and feel to any prior program. The layout of their page was confusing, and parents/kids missed doing the activities because they didn't see the tab on the page. Parents also reported that it wasn't easy to upload videos and photos- it was not user friendly at all.

We'll be working on finding solutions to remove any technological hurdles blocking kids and parents from participating in summer stream next year. Overall kids and families gave a lot of good feedback about how fun the program was this year, but it can definitely be improved upon.

Grants

- **Rasmuson Foundation:** The library received a \$20,000 grant from the Rasmuson Foundation to replace our self-check kiosk and enhance our collections

Facility

- It has been determined that our propane fireplace will need to be removed/replaced with an electric fireplace for safety reasons.
- Cummins Custom Woodworking sanded and refinished the exterior glulam beams this summer.
- Artic Pro is currently repainting the exterior trim.

Staff

- Heather Canik is leaving her Library Clerk position at the beginning of October to spend more time with her family. Stevie Schmidt has been hired to fill the position.
- Lydia Martin, one of our Library Pages, resigned in August. Liam Demko was hired to fill the position.

Programs

- **Curiosity Creates** will start weekly in September
- **Manhattan Short Film Festival** scheduled for Fri. Sept 27 at 7pm
- **Canvas & Paint** with Janine Gibbons, Saturday Oct 5
- **Rainforest Writers Workshops** start Sept 21

I will be out of the office but in town through most of October.

discussed

Attachments: [LIB0923-2 REPORT.pdf](#)

6. Unfinished Business**a. Non-Library Material Donation update**

The Museum Board has agreed to take ownership of the historical piece from the Colorado shipwreck offered by Doug Corl. A loan agreement is in the process of being signed between the library and museum. Doug will install it in September.

7. New Business**a. Donation to the Petersburg Library Art Education Endowment by John McCabe**

John McCabe contributed \$10,000 to the Petersburg Library Art Education Endowment on 8/9/19. Since establishing the fund in 2012 he has donated \$71,540. The balance of the fund is currently \$89,569. To acknowledge not only his donation but his remarkable contribution to arts programming at the library, a letter was sent from the Board Chair to John.

discussed

Attachments: [LIB0923-3 DONATION.pdf](#)

b. Request to use \$400 from the Arts Education Endowment

It was requested that \$400 be released from spendable balance of the Art Education Endowment to offer group ukelele classes to elementary school aged children this fall. A similar program was piloted this summer and was very successful. Funds will be used to pay the instructor (Heather Canik) a stipend. The current spendable balance of the

account is \$3,169. A copy of the spending guidelines for the endowment was included in the meeting packet.

approved

Attachments: [LIB0923-3 DONATION.pdf](#)

c. User Experience Project (UX): Phase 1 wrap up

The first phase of the project is now complete. Information about the project, including the executive summary, Amy's powerpoint and a list of in progress and completed tasks is on the library's website: psglib.org/userexperience

discussed

Attachments: [LIB0923-5 UX PROGRESS.pdf](#)

d. User Experience Project (UX): Review of mission, goals and service values

The Library Director will be presenting parts of the User Experience project results to the Board in the coming months. The first is a review of the mission, goals and customer service values by the intern. At the next meeting the review of library's policies will be presented. The issue of using the meeting rooms for petitioning will be discussed.

discussed

Attachments: [LIB0923-6 UX GOALS.pdf](#)

8. Discussion Items

- a. Thank you cards for those who helped with housing/transportation for our summer intern: Karen Hofstad, Glo Wollen, Desi Burrell
- b. Friends updates: Annual meeting scheduled for Nov 16 at 11am
- c. Next Library Board meeting is tentatively scheduled for Nov 18.

9. Adjournment