

## AUSTIN PUBLIC LIBRARY BOARD MEETING

April 11, 2011

4:00 p.m.

Chair Becky Repinski called the regular meeting of the Austin Public Library Board to order at 4:00 p.m. on Monday, April 11, 2011, at the Austin Public Library.

**PRESENT:** Becky Repinski Barry Irish  
Carmen Tribbett Duane Feragen  
Vicki Splinter Julie Schramek

**ALSO PRESENT:** Brian McAlister, Ann Hokanson, Sara Steinhoff

**ABSENT:** Sally Baker, Catalina Ferreira-Truong, Pat Toschak

### AGENDA:

Duane Feragen moved to approve the agenda; Barry Irish seconded. Carried.

### MINUTES:

Carmen Tribbett noted the April minutes did not contain record of the discussion regarding gathering bids for HVAC maintenance. Ann Hokanson recalled the discussion took place at the Building and Grounds Committee meeting that immediately followed the board meeting, so would not be reflected in the minutes. Ann reported the bidding process will be handled by Jon Erichson, City Engineer.

Barry Irish asked if Ann Hokanson had verified the amount of the Des Moines Register subscription bill, as it was noted in the minutes that she would do so. Ann advised the bill was checked and the amount correct.

A motion was made by Barry Irish, seconded by Julie Schramek, to approve the March 14, 2011, minutes. Carried.

### BILLS:

Becky Repinski inquired as to whether the library always uses Morem's Agri-Lawn for spraying the lawn. Ann Hokanson advised the library has used that service for several years, and it is paid with money from the Walter Wienke fund. Carmen Tribbett noted that the amount seemed high, as there were two checks listed for that vendor. Sara Steinhoff advised that the first check was for the wrong amount and has been voided, and only the second check was actually paid.

Carmen Tribbett noted the fee for the Rose Ensemble performance was well over \$3,000. Ann Hokanson reported the library will be reimbursed in full for the event out of Legacy funds.

Julie Schramek asked about the bill from SELCO for flash drives. Ann Hokanson replied the flash drives are ordered for patron convenience and are sold to them at cost.

A motion was made by Duane Feragen, seconded by Barry Irish, to approve the March 2011 bills. Carried unanimously by roll-call vote.

## **POLICY REVIEW/REVISIONS:**

### **Library Bill of Rights**

Ann Hokanson noted that no changes to the language are proposed except to note at the top "The Austin Public Library adopts the American Library Association's 'Library Bill of Rights.'" Ann advised the item contained in the Library Bill of Rights that has generated the most controversy in other libraries is the section regarding a person's right to use a library regardless of age. Ann said this has created some issues because it limits the ability to restrict children from exposure to materials considered to be of an "adult" nature, such as R-rated movies. Vicki Splinter asked whether parents can place restrictions on materials borrowed by their children. Ann replied this is done by placing a note on the child's card in the system and removing the PIN number, so the child cannot use the self-check machines.

Carmen Tribbett noted the reference to the Library Bill of Rights in the Materials Selection and Material Consideration Policy, which should be corrected to remove the date on which the Library Bill of Rights was adopted by the Board, in order to avoid confusion.

Vicki Splinter moved to adopt the American Library Association's Library Bill of Rights. Carmen Tribbett seconded the motion. Motion carried.

### **Freedom to Read, View and Listen**

Ann Hokanson stated there were no proposed changes to the Freedom to Read, View and Listen.

Vicki Splinter moved to adopt the Freedom to Read View and Listen. Duane Feragen seconded the motion. Motion carried.

## **COMMITTEE REPORTS:**

### **Building and Grounds Committee**

Ann Hokanson advised the Building and Grounds Committee met immediately following adjournment of the March board meeting, and decided to ask Jon Erichson, City Engineer, to handle the bidding process for service vendors.

Carmen Tribbett inquired as to whether the City of Austin might be able to purchase a packaged HVAC service contract that would include other city buildings as well. Ann noted that the city's buildings each have unique situations, so a packaged contract would not work well in regards to the HVAC services.

### **Finance Committee**

Ann Hokanson noted the Finance Committee should schedule a meeting to begin discussion of the 2012 budget.

Duane Feragen asked whether there was any record of the budgetary items that had been put on hold from the past year or two, so the items were not forgotten for future budgeting. Ann reported she had kept track of those issues and recently advised the City Council, Jim Hurm and Tom Dankert of the need to fill the children's librarian position vacancy as the staff are currently working under temporary solutions to the shortage, but would not be able to continue with the situation long-term.

Brian McAlister advised the City Council is working under the same time frame as last year for the 2012 budget process, and the approach to spending would likely continue to be cautious, since the state's economic issues are unlikely to be resolved soon.

Carmen Tribbett asked if there could be some way to solicit additional donations for the endowment fund. Ann Hokanson replied this would be a long-term project that could be considered, but would probably not be a solution to the more immediate problems.

Duane Feragen suggested the Finance Committee schedule a meeting in May to begin reviewing the final finance numbers from 2010.

## **DIRECTOR'S REPORT:**

### **2010 Annual Report**

Ann Hokanson reported the 2010 Annual Report was submitted prior to the April 1 deadline with very few variances from 2009. She noted the library continues to have a large number of patrons who use the library very heavily, which sometimes makes it difficult to track overall changes in traffic and circulation.

Duane Feragen inquired whether computer use was reducing circulation and use of other library materials. Ann Hokanson replied computers have reduced the need for some things, such as paper tax forms, down to a fraction of what used to be ordered, but use of most materials remains fairly steady from year to year.

Ann Hokanson advised there is a need for additional children's computer stations, as there are often kids waiting to use a computer in the children's area. Ann also noted the need to find a way to serve patrons that tend to accrue large fines and end up being restricted from using library services, but who are often the patrons most in need of those services. She suggested one possible solution would be a fine-free card with very limited borrowing privileges, such as only allowing two items out at a time. Carmen Tribbett agreed the library is especially important to the community during tough economic times.

### **Inappropriate Internet Use Alert**

Ann Hokanson shared information received from Charter Communications, the library's internet service provider, of five instances of illegal file-sharing of HBO programs that occurred via use of the library's internet access. Ann advised that Gayle Heimer, the technical services librarian, is working on the issue with SELCO to see what can be done to prevent future abuses of this kind. However, she noted, the library is not liable for the actions of those who access the internet through the library, as long as steps are taken to stop the file-sharing.

### **Upcoming Events and Programs**

Ann Hokanson advised of the date for the Friends of the Library's Spring Book Sale, which will be held May 13. Ann also noted preparations for the Summer Reading Program are in full swing, with Anita Bruggeman working hard to line up volunteers and programs.

Becky Repinski informed the board of the date for the Austin Page Turners annual event, which will be held April 28.

## **SELCO REPORT:**

Ann Hokanson advised she resigned her elected position as liaison between the SELCO Board and member librarians due to time constraints hindering her ability to attend all the meetings for both groups.

**OTHER BUSINESS:** None.

**MARCH 2011 GIFTS REPORT:**

Carmen Tribbett put forth a question on the two checks listed from the Minnesota Community Foundation. Ann Hokanson advised one check is the regular distribution for the library to use for general purposes, but the second check was from money given by Dean Pacholl to the MCF for the benefit of the library to use specifically for children's services.

Ann Hokanson noted she had reviewed the library's 10-year average use of the income generated by the Gifts and Memorials account, and the balance has remained fairly steady.

A motion was made by Barry Irish, seconded by Vicki Splinter, to approve the March 2011 gifts report. Carried.

**CITIZEN'S COMMENTS:** None.

**BOARD COMMENTS:** None.

**ADJOURNMENT:**

Motion made by Carmen Tribbett, seconded by Barry Irish, to adjourn at 4:55 p.m. Carried.

Respectfully submitted,  
Sara Steinhoff  
Recording Secretary

**NEXT MEETING**  
**4:00 p.m., Monday, May 9, 2011**