

AUSTIN PUBLIC LIBRARY BOARD MEETING
July 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, July 11, 2011, at the Austin Public Library.

PRESENT: Becky Repinski Barry Irish Carmen Tribbett
 Duane Feragen Sally Baker Julie Schramek

 Don Leathers

ALSO PRESENT: Brian McAlister, Ann Hokanson, Sara Steinhoff, Belita Schindler

ABSENT: Catalina Ferreira-Truong, Vicki Splinter

AGENDA:

Ann Hokanson requested an addition to the agenda and asked to immediately follow approval of the revised agenda with continued discussion of a proposed donation. Sally Baker moved to approve the agenda as amended; Julie Schramek seconded. Carried.

DISCUSSION OF PROPOSED GIFT TO THE LIBRARY:

Ann Hokanson reported on a meeting with Becky Repinski, Carmen Tribbett and Sally Baker, Don Hodapp (a former Austin resident) and Jim Triggs of Saint John's University, to discuss the potential donation by Mr. Hodapp of a seven-volume Heritage Edition of the Saint John's Illuminated Bible to the Austin Public Library.

Ann Hokanson shared information presented by Jim Triggs about the commission, creation and artwork of the original Saint John's Bible and the Heritage Edition copies. She noted that the Saint John's Bible (commissioned by Saint John's University in Collegeville, Minnesota) is the first hand-written, illuminated Bible to have been commissioned in over 500 years. She also reported on Triggs' comments regarding the care, use and programming possibilities associated with the donation.

Belita Schindler advised the board regarding potential display options for the volumes and shared additional information, including a Smithsonian Magazine feature article, about the Saint John's Bible.

The board discussed a number of issues regarding the potential gift, including location within the library, security concerns given the value of the item, staff time involved in its maintenance and presentation, programming possibilities for the community, guidelines for use of the book by patrons and area groups, publicity and administrative logistics.

Barry Irish moved to accept the proposed gift, if offered; Carmen Tribbett seconded. Carried unanimously by roll-call vote.

WELCOME TO NEW BOARD MEMBER:

Ann Hokanson introduced newly-appointed Don Leathers to the board. He briefly described his background as a lifetime resident of Austin, retired English teacher, school coach and advisor. He is currently active in coaching and officiating a variety of youth sports in Austin. Ann noted that Don Leathers would be filling the seat on the board vacated in June by Pat Toschak.

MINUTES:

Duane Feragen noted an error in the June 13, 2011, minutes: the "Next Meeting" date at the end of the minutes should be corrected to reflect the July meeting date.

A motion was made by Duane Feragen, seconded by Barry Irish, to approve the June 13, 2011, minutes as corrected. Carried.

BILLS:

Carmen Tribbett asked whether there should be bills listed in the expenses for purchases of e-books. Ann Hokanson advised the library was purchasing e-books through a SELCO subscription to the web-based Overdrive service and is billed annually for that subscription. Ann noted that the percentage of patrons using Overdrive is very small at present, but trending suggests it will continue to rise as time passes.

Sally Baker noted a sizeable expense for annual maintenance by Central Technology. Ann Hokanson explained it is for a one-year extension of the service agreement on all three self-check machines, purchased in June 2010. Ann noted the extension was recommended by SELCO's technical staff and by Gayle Heimer, the library's technical services librarian, because adjustments are still being made to the machines as they work with SELCO's Horizon program. Ann advised they will reconsider the service agreement next year to determine whether another extension is advisable. Duane Feragen recalled that the first year of service was a part of the initial purchase of the self-check machines in 2010.

Carmen Tribbett asked how expenses were noted in the monthly reports to reflect which items were being paid from Gift and Memorial Funds, or from the money given by Walter Wienke. Ann Hokanson explained these funds were tracked through use of separate account codes on the monthly finance reports and listed on the check register with the appropriate account numbers.

Becky Repinski referred to the expense listed for "V-Players". Ann Hokanson advised this was for purchase of self-contained video players, called Playaway Views, which are similar to the Playaways (which are self-contained digital recordings of audiobooks). Ann described the Playaway Views as kid-friendly, durable, self-contained preloaded video players with a 3.5-inch screen and built-in speakers. Ann noted the Views are powered by rechargeable internal batteries and contain educational programs such as children's books and Sesame Street. She stated the 50+ units were purchased with Walter Wienke funds.

Don Leathers inquired as to whether this month's total for the purchase of new collection materials was reflective of the average amount for book-buying in any given month. Ann Hokanson replied it is a somewhat stable figure from month to month, although it depends on the timing of the actual receipt of new materials, the billing cycles of the vendors and the processing for payment by the City.

Don Leathers noted expenses listed for performers and asked who was making the arrangements, since the children's librarian position is vacant. Ann Hokanson explained Anita Bruggeman, an independent contractor assisting with special projects and programs, has

been organizing the Summer Reading Program and arranging for the weekly program entertainers, in order to allow those programs to continue.

A motion was made by Sally Baker, seconded by Duane Feragen, to approve the June 2011 bills. Carried unanimously by roll-call vote.

POLICY REVIEW/REVISIONS:

Meeting Room Policy

Sally Baker opened discussion of the Meeting Room Policy by inquiring why the Piano Use Policy was not part of the Meeting Room Policy, rather than a separate statement. Ann Hokanson advised the Meeting Room Policy does briefly address use of the piano, but for individuals or groups that have made arrangements to use the piano, a more specific policy is required in order to avoid questions regarding permissible use. Carmen Tribbett suggested that combining the Meeting Room and Piano Use Policies also might cause confusion among patrons trying to find the information on the library's website.

Carmen Tribbett noted the policy provides days and hours during which the meeting rooms are available, but does not specifically state the rooms cannot be used when the library is not open, such as on holidays. Ann Hokanson suggested the policy be revised to state "Meeting rooms are available during the library's open hours."

Piano Use Policy

Becky Repinski asked for the reason behind Ann Hokanson's proposal to eliminate the minimum age restriction from the Piano Use Policy. Ann noted that use of the piano requires completion of the Meeting Room Agreement, so a separate age restriction on use of the piano is unnecessary.

Sally Baker moved to adopt the revised Meeting Room Policy and the revised Piano Use Policy. Barry Irish seconded the motion. Motion carried.

COMMITTEE REPORTS:

Finance Committee

Duane Feragen advised there has been no action by the City regarding the 2012 budget. Ann Hokanson reported she will meet next week with Tom Dankert, the City's Administrative Services Director, and Jim Hurm, City Administrator, to discuss the budget.

Personnel Committee

Becky Repinski reported the personnel committee met with Ann Hokanson to determine to best method to use for this year's annual review of the library director. Becky advised the committee will be using a survey process and is considering several different forms for use.

Carmen Tribbett asked if it was necessary for the committee to complete a performance evaluation of the director every year. Becky Repinski stated the City of Austin requires an annual review for all department heads.

DIRECTOR'S REPORT:

Summer Reading Program

Ann Hokanson shared the updated number of children registered for the summer reading program was over 920. Ann attributed the success of the program in part to planning the 2011 program in consideration of the survey responses from children who participated in the 2010 program. She noted the 2010 surveys showed very positive responses, so the same types of programs and activities were continued and built upon for the summer of 2011.

Circulation Statistics and Foot Traffic

Ann Hokanson reported, despite the marked increase in participation in the Summer Reading Programs, the library's circulation statistics and door counts (number of people entering the library each day) are down by approximately fifteen percent. Ann further explained the circulation decrease was specifically in regards to books, as opposed to DVD's, CD's, audiobooks or other types of materials, and the decrease in book circulation included circulation of children's books. Ann noted that although the library is seeing fewer total people coming through the door and is circulating fewer books, media circulation is holding steady.

Julie Schramek asked whether the library is able to track the number of patrons using the computers. Ann advised we can track some of the use of the computers, but not all of it, and it is tracked partly by observation.

Don Leathers asked if other libraries in the region were reporting similar experiences with their statistics. Ann Hokanson advised she is aware other area libraries are seeing similar decreases, but believes they are reflective of different issues in those communities.

Hormel Foundation Funding Request

Ann Hokanson noted the approaching deadline for submission of requests for 2012 Hormel Foundation funding, and advised she would again be requesting funding for the summer reading program (which was approved for 2009 and 2010), but would also submit a request for funding of six early literacy computer stations for children, which would require approximately \$15,000. Ann described these stations as non-internet computers with preloaded bilingual software designed to facilitate development of learning and literacy skills for preschool-aged children.

Sally Baker asked about the process for requests to the Foundation, as she recalled the library's requests would go to the City for prioritization among requests from other City departments. Ann Hokanson confirmed this would be the first step, followed by a formalized list of requests, in order of priority, submitted by the City of Austin to the Hormel Foundation.

SELCO REPORT: None.

OTHER BUSINESS:

Sally Baker noted the need for a meeting date for the study group discussing facilitation of monetary donations from patrons. Sally advised the group would be discussing two main issues: 1) determining the best conduit for monetary donations to the library, and 2) designing a brochure, giving envelope or other instrument to both provide information to people interested in giving to the library and help them to do so more easily.

Sally confirmed the group will include herself, Duane Feragen, Ann Hokanson, Becky Repinski, Carmen Tribbett, Sara Steinhoff and Roger Boughton, and set the meeting date for Friday, July 22, at 1:00 p.m., in the library's small meeting room.

JUNE 2011 GIFTS REPORT:

A motion was made by Barry Irish, seconded by Don Leathers, to approve the June 2011 gifts report. Carried.

CITIZEN'S COMMENTS: None.

BOARD COMMENTS: None.

ADJOURNMENT:

Motion made by Sally Baker, seconded by Julie Schramek, to adjourn at 5:35 p.m.
Carried.

Respectfully submitted,
Sara Steinhoff
Recording Secretary

NEXT MEETING
4:00 p.m., Monday, August 8, 2011