

Bemidji Public Library Board Meeting Minutes November 10, 2020

Present: Deb Rossman, Joyce Siegert, Lauree Bahr, Deb Graves, Sheri Brumback
Heidi Johnson, Kath Molitor, Steve Pfleger, Nancy Erickson
Absent: Nancy Erickson
Guests: Sara McKinney

The board meeting was held via ZOOM. Chair, Deb Rossman, called the meeting to order.

I. Approval of September minutes: Motion to accept by Deb Graves, Seconded by Heidi Johnson.

II. Manager's Report

A. Financial report: Expenditures continue to be for office supplies and custodian supplies. Board funds were used to pay for plastic cart bins and the box lifts for the bins. Donations of funds for library materials are not included in the financial report because they go directly to the Kitchigami Regional Library where they purchase the materials.

B. Usage Statistics: There were 8,128 checkouts in October, with 6,896 patron visits to the library during the 250 hours it was open. Computers were used 757 times. Usage is going up steadily. The meeting room and library are still not being used for programs or meetings. Virtual story times are held three times each week. Some legacy programs have been held online. Facebook Live is used for these. Curbside service is slowing down to about one request per day.

C. News: The library is up and running smoothly. It has helped that a return to in-house use has been slow. Seven public access computers are available. An older laptop was stolen from the book quarantine room and has been reported. The person who took it is on camera but staff members have not seen him again. It was valued at \$200. Some patrons who spend most of the day in the library are not being totally compliant with mask rules. The staff has some concerns about burning out from enforcing the rules. Loitering outside the library continues to be a bit of a problem. The part-time (10 hour) custodian quit so that position is open.

III. Old Business: The book sale is on hold. Evangelical Free Church has a check for the deposit and is holding the dates for it on their calendar. No donations of used books are accepted as yet.

IV. New Business: Sheri brought up the need for replacement computers for staff use. The ones they have are quite old. One was stolen, one is in the quarantine room for check-in, one is in back for the staff and one is needed for the branch manager. A laptop is on order from KRLS but she was not sure when it would arrive. It will replace the stolen one or be put in the back workroom for the staff to use. It would be desirable for each full-time employee to have a laptop. KRLS will set up the new

computers. They are looking into using Covid-19 funds to purchase the new equipment.

V. Kitchigami Regional Library Service Report: Sheri Brumback reported that KRLS has hired a tech manager (Megan) who started in October. She is from North Dakota and will work on replacing the integrated library system to do online catalog, circulation, acquisitions, and cataloging. The new program will be implemented in Fall 2021. She will be in charge of web pages. Send her information that needs to be posted.

VI. Friends of the Bemidji Public Library report: Sara McKinney reported that the Red Door bookstore remains closed because of Covid-19 and the lack of volunteers at this time. The Friends prepared a showcase in the entrance to highlight the work of the organization during Friends of the Library Week. It will remain up for a month. A check was donated to the library from the first quarter of 2020 in the amount of \$1,614.37. The traditional holiday gift tree will be set up in the library about six weeks before Christmas. Their next meeting will be November 11, 2020.

VII. Adjournment: Motion to adjourn by Steve Pflieger, second by Heidi Johnson.

Next meeting will be Tuesday, December 8, 2020.