

Bemidji Public Library Board Meeting Minutes December 8, 2020

Present: Deb Rossman, Joyce Siegert, Lauree Bahr, Deb Graves, Sheri Brumback
Heidi Johnson, Kath Molitor, Steve Pflieger

Absent: Nancy Erickson

Guests: Sara McKinney

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

I. Approval of November minutes: Motion to accept by Heidi Johnson, Seconded by Kath Molitor.

II. Manager's Report

A. Financial report: Books for the summer book sale are in a storage facility. Sheri paid for a year of storage at a cost of \$1,102 from the library board funds.

B. Usage Statistics: The library was open 202 hours in November. A normal week is 56 hours so these were fewer hours than a usual month. There were 4,575 customers who checked out 6,904 materials. Some clients are "super users" who check out 50 books at a time (families, home schoolers, etc.). Saturdays are very quiet.

There are three virtual story times each week. Attendance is way up. Facebook Live keeps track of numbers. An average story time is 20 minutes. Half of the computers are not being used because of Covid-19 restrictions. People can also access the library WIFI from the parking lot 24 hours per day.

C. News: The staff has been great about Covid-19 safety and cleaning. The library had to close/reduce hours because an employee tested positive. Four employees were in quarantine until the end of the week and would be retested. Three employees tested negative. One was on vacation. The library was closed on December 7 and 8. Limited hours of 9-5:00 on Wednesday-Friday were implemented. There have been no major problems this month.

The library needs a new phone system and KRLS has agreed to the change. Arvid is too expensive. They may consider Paul Bunyan.

A Minnesota Legacy project was furnished through KRLS. Twenty people signed up to receive sewing kits. Sheri thought it was a successful experience for those who participated.

The Bemidji Public Library provides the most services in the region—closest to normal. Pine River was shut down two weeks because of Covid-19. Some libraries operate by appointment only and some are open short hours. Brainerd provides curbside service at the request of the city.

Lakeland News did a presentation on the mural legacy project. The legacy program requires an open house so this public broadcast fulfilled part of that

requirement. A month-long open house was held with literature available and a survey to complete.

III. Old Business: All plans for the summer book sale are on hold with the church reserved and a down payment paid.

IV. New Business: The library requested that the board purchase an electrostatic backpack sprayer and chemicals to use when disinfecting surfaces and materials. The cost for the sprayer and 3 units (\$75 each) of disinfectant is \$1,554.64. KRLS has no more Covid-19 funds to use for this. This kind of equipment is used at the Sanford Center and other agencies around the city. Steve Pflieger made a motion to purchase this equipment, using board funds. Seconded by Lauree Bahr. Passed unanimously.

The library tabled the purchase of staff laptops, believing that the sprayer equipment is more important. Joyce Siegert asked that Sheri look into the cost of the needed laptops and bring an estimate to the board in case a purchase might be possible.

V. Kitchigami Regional Library Service Report: Sheri is on the KRLS committee to pick a new Integrated Library System. They are looking through 5 software proposals and will pick the top two, based on a grading system for what they want. The cost per year for the regional library system may be \$50-70,000 per year. Upfront fees to move the information and start the work is estimated to be \$40-60,000. Other regions in the state may already have newer systems.

VI. Friends of the Bemidji Public Library report: Sara McKinney reported that the display cabinet had been up for two months and would be dismantled now. The holiday gift tree went up November 23. There have been more donations this year than last even though it is out a shorter time and library usage is restricted. A news item explained the project and people mailed in checks. These funds will be donated to the library for materials. Contributors may specify the type of materials they would like purchased. Usually the Friends give holiday gifts to the staff. This year they will give gift cards. Their next meeting is December 9, 2020.

VII. Adjournment: Motion to adjourn by Kath Molitor, second by Steve Pflieger.

Next meeting will be Tuesday, January 12, 2021.