

Dyckman Free Library Board
Meeting Minutes
March 9, 2022

- I. Call to order 5:30
 - A. Present: Kate Nelson, Trista Barka, Mindy Hardin. Also present: Lisa Steffle (Library Director) and Bob Elston (Sleepy Eye City Manager)
 - B. Not Present: Rachel Windschitl and Anita Schwartz
- II. Approve the agenda (Trista-motion, Mindy-2nd)
- III. Approval of minutes from previous meeting - no minutes to approve
- IV. Reports
 - A. Librarian's report
 1. Don't be alarmed about the "active patrons" portion...it's calculated differently now
 2. Working on annual report
 - B. Financial report
 1. Overspent the budget by \$30,000 but we're in good shape. Bob is not concerned about this. Mostly due to construction which would be offset by grants.
- V. Old Business
 - A. Remodel Project Update
 1. Roof repair in progress
 - a) Some leaking issues - thinks we know why, some more work to do
 2. Circulation desk
 - a) Outside up and in, carpet to come, counter top on order
 3. Carpet in progress
 - a) Comes this week to finish remaining jobs
 4. Hardwood refinishing finished
 - a) DONE! Looks amazing! He ran into trouble with the glue removal from the carpet. Nothing that a little (or a lot) of Dawn dish soap couldn't fix!
 - B. Library hours expanded
 1. Monday until 6:00 and Wednesday until 6:00
 2. Saturday hours through Memorial Day, then pick it up again after Labor Day.

C. Open House after renovations

1. Lisa thought a possible April open house, but may be pushing it
2. Museum is doing one on May 4. Lisa contacted them to see if a joint open house would be of interest. Likely this is what will happen.
3. Possibly small bottles of water and cookies at open house.

VI. New Business

A. Capping of toilet/sinks in basement

1. Ice in toilet, sink dripping...capped it so we don't have to worry

B. Repairs needed in original building west room

1. Sewer stack - water possibly coming in and there's a draft. Possibly coordinate removal (since toilet is capped in basement) with the roofer
2. Stained glass - hairline crack - won't crack any further because it's been braced

Next Meeting: Wednesday, June 8, 2022 at 5:00

Meeting adjourned at 5:52

_____ secretary (Mindy Hardin stepping in in Anita's absence)
Anita Schwartz

ATTEST CORRECT _____ chair
Kate Nelson

LIBRARY BOARD MINUTES 6/8/2022

Kate Nelson called the meeting to order at 5:10 p.m.

Present were Kate Nelson, Mindy Hardin, Anita Schwartz, Rachel Windschitl, and Trista Barka. Also present were Library Director Lisa Steffl.

Rachel Windschitl moved to approve the agenda. Trista Barka seconded the motion. The motion passed unanimously.

Rachel Windschitl moved for the minutes to be approved as written and Trista Barka seconded the motion. The minutes were approved unanimously.



Lisa Steffl gave updates on the happenings at the library. The number of patrons is good. There are two staff members working at a time during the summer. The book sale prices have increased to \$1.00 for hard cover and \$0.50 for the paperback. There were puzzles that were donated to the library that will be able to be checked out.

There was no financial report at this time.

In old business the stairs need to be completed by adding a railing. The library will not be open on Saturday until after Labor Day.

In new business the summer reading program was discussed. There were around 140 signed up. There will be different activities each week.

Chairman Nelson adjourned the meeting at 5:25 p.m.

ATTEST CORRECT  _____ secretary
Anita Schwartz
 _____ chair
Kate Nelson

LIBRARY BOARD MINUTES 9/14/2022

Kate Nelson called the meeting to order at 5:04 p.m.

Present were Kate Nelson, Mindy Hardin, Anita Schwartz, and Trista Barka. Also present were Library Director Lisa Steffl. Excused Rachel Windschitl

Trista Barka moved to approve the agenda. Mindy Hardin seconded the motion. The motion passed unanimously.

Trista Barka moved for the minutes to be approved as written and Anita Schwartz seconded the motion. The minutes were approved unanimously.

Lisa Steffl gave updates on the happenings at the library. Policies and procedures are being reviewed. Lisa is cleaning out older materials. There will be new software installed in March of 2023.

Financial report: A spreadsheet was handed out with the comparison to the budget ending in August of 2022. The budget for 2023 was handed out and discussed. The budget is up 4.3% for 2023.

In the old business the summer reading program was discussed. One hundred forty signed up and 85 finished the program. This is up from last year. Discussed the Arts & Cultural Heritage Fund Grant.

In the new business we discussed returning to Saturday hours 9:30 - noon. There was discussion of future building project - some of the shingles are missing so that will need to be addressed. For Halloween there will be activities about Charlie Brown and the Great Pumpkin.

Chairman Nelson adjourned the meeting at 5:25 p.m. The next meeting will be Dec. 14 , 2023.

_____secretary

Anita Schwartz

ATTEST CORRECT _____ chair

Dyckman Free Library Board
Meeting Minutes
December 14, 2022

- I. Call to Order: 5:05pm
 - a. Present: Mindy Hardin, Bob Elston, Rachel Windschitl, Lisa Steffl and Trista Barka
 - b. Non-Present: Kate Nelson and Anita Schwartz
- II. Approval of the Agenda: Rachel- motion, Trista- second
- III. Approval of Minutes: September 2022 minutes not available. We will approve September and December 2022 minutes at the March 2023 board meeting.
- IV. Reports
 - a. Librarian's Report: Lisa reviewed the statics report up to November 2022. The recent adult craft event went well; Thursday Children's Storytime and Musical time has been very well attended. Saturday Storytime has been sporadic in attendance and having 2 staff people on Saturdays makes it undesirable. It was discussed to discontinue Saturday Storytime but to add children/youth activities on Wednesday afterschool. During the Christmas break there will 3 days of games and crafts families can sign up for. This will be advertised through Facebook and SEPS/SMS communication apps. There was an elevator inspector who stopped by and said a permit should have been applied for by the state to remove the elevator. We will see what comes out of this. The policy and procedure handout were updated due to the upcoming switch in the check in/out software, the board approved the changes. The SELCO Library System was added to the Libby app so TDS patrons can access their books.
 - b. Financial Report: The overall budget income was short compared to expenses so the City will adjust from the cash balance. The PNL showed we were over in expenses but over in income for taxes so it should be ok. There are no concerns from the City office.
- V. New Business
 - a. ACHF grant for summer reading program was applied for in collaboration with Springfield and New Ulm
 - b. Restructure Adult fiction readers: some Mystery books were shelved in a different location; it was suggested to shelve all in the same area and books with be stickered for ease of finding what patrons want.
 - c. Updating Library Policy and Procedure: this was discussed during the Librarian's report
 - d. Future building projects- roof replacement: shingles are looking tough: seek formal bids to shingle first then look at bids at March Board meeting to accept. It was suggested to reach out to Steffl's, Town's Edge and Stimpert for recommendations of contractors.

Next meeting: Wednesday, March 8, 2023 at 5:00pm

Meeting adjourned at 5:48pm

_____ secretary (acting as secretary in absence of Anita Schwartz)
Trista Barka

ATTEST CORRECT _____ chair
Kate Nelson