



**City of Newport
Library Board Meeting
November 21, 2013**

1. CALL TO ORDER

President Bailey called the meeting to order at 4:00 p.m.

2. ROLL CALL

Board Members present – Jo Bailey; Nancy Wetsel; Pam Geraghty;

Board Members absent – Beverly Bartl; Sheila Laughton

Also present – Deb Hill, City Administrator; Renee Helm, Executive Analyst

3. SECRETARY'S REPORT

A. Minutes of the September 26, 2013 Regular Meeting

Motion by Geraghty, seconded by Wetsel, to approve the September 26, 2013 minutes as presented. With 3 Ayes, 0 Nays, 2 Absent, the motion carried.

4. OLD BUSINESS

President Bailey - Renee, you had called Pat Conley?

Executive Analyst Helm - Yes, I was going to do that under the Librarian's Report.

President Bailey - That's fine. In looking through the minutes I saw a note saying that we weren't getting any books in the return bin, do you know anything about that Renee?

Executive Analyst Helm - No, I see people drop off books there all the time.

President Bailey - Good. Right now, we're the Newport Library Board and it was brought up that we're not going to follow the State Statutes for a public library so maybe we should change our name. At the September meeting we had talked about naming it the Library Advisory Board. I think we should approve the name today.

Executive Analyst Helm - The City Council needs to approve the name and I was going to bring it forward when they approve the Annual Appointments in January.

President Bailey - Ok, thank you. That name change means that we don't have to handle money and do several other things, which we never did. Also in the minutes we talked about what we should call the building, the Library and then Community Center, or Community Center and then the Library, or a Library/Community Center. I suppose we need to make a recommendation to the City Council.

Executive Analyst Helm - Right now it's the Library and Community Center and Jamie's title is Library and Community Center Attendant.

Pam Geraghty - I think that's a good name.

President Bailey - Deb do you have any input?

Admin. Hill - No.

President Bailey - I think that's fine, what do you think Nancy?

Nancy Wetsel - I think it's good.

Pam Geraghty - It should be Library first.

President Bailey - One other thing from our last meeting was about programming. I think Jamie is doing a great job already. Today she is doing a movie night. I stopped by to see her and she seems happy with her job. I received an email from Nancy about Kathy Werzur.

Nancy Wetsel - I inquired to see if she would be interested and what her availability was and I have not heard from her.

President Bailey - I have other contacts that I can look into for her. I think we all decided that it was busy enough with the holidays to wait. I also spoke with Bob Vogel and suggested him speaking. We would need to time his talk with another event because he lives far away. Renee, what have been doing for publicity?

Executive Analyst Helm - For tonight's event, I posted something on the City's website and Facebook page, there are flyers at City Hall and the Library, and then I also put it in the newsletter.

Pam Geraghty - Something to think about is sending something to the school for them to post.

Executive Analyst Helm - I'll keep that in mind, I didn't even think that was an option.

Pam Geraghty - We talked about some books at the last meeting and I was wondering if we have an update.

Executive Analyst Helm - That's in my report.

5. NEW BUSINESS

A. 2014 Meeting Dates

City staff is recommending that the 2014 Library Board meetings be held the following dates:

- Wednesday, January 22, 2014 at 5:30 p.m.
- Wednesday, March 26, 2014 at 5:30 p.m.
- Wednesday, May 28, 2014 at 5:30 p.m.
- Wednesday, September 24, 2014 at 5:30 p.m.
- Wednesday, November 26, 2014 at 5:30 p.m.

Motion by Geraghty, seconded by Wetsel, to approve the 2014 Meeting Dates listed above. With 3 Ayes, 0 Nays, 2 Absent, the motion carried.

6. LIBRARIAN'S REPORT

Executive Analyst Helm updated the Library Board on the Library and Community Center. The Library and Community Center Attendant, Jamie Smith, was not able to make the meeting because she was getting ready for

her first event, a craft and movie night. Attendant Smith is working on cataloging the collection at the Library and Community Center and creating a Dewey Decimal System.

Executive Analyst Helm and Attendant Smith met with Washington County staff in November to discuss the items listed below:

- **Books:** Washington County will be donating popular titles to the Library and Community Center every six months, the first round will arrive in December.
- **Programming:** The City can apply for programming through Washington County's Legacy Funds. Attendant Smith will be working with Washington County to apply for them. The City can also apply for summer programs for kids. Attendant Smith will also work with Washington County to have smaller programs such as Social Media Workshops, Senior Surf Day, eBook training, etc. The first program, an eBook workshop, will be in December. Finally, Attendant Smith will work with Washington County to have forms for reading programs that they conduct throughout the year.

President Bailey - It's nice to hear all about the things that we are getting through the Washington County Library system.

Pam Geraghty - Yes it is.

President Bailey - Have any of you had a chance to visit her?

Pam Geraghty - I haven't gone over there yet.

President Bailey - I did stop by and she did mention that you need a new copier.

Executive Analyst Helm - I'll look into that. Computers were updated in October and the laptop will be replaced in 2014.

President Bailey - Do we have iPads or just the laptops?

Executive Analyst Helm - We don't and we don't check out the laptops.

Nancy Wetsel - For the books that we are getting from the system, it would be a nice piece to share in your communication that we are getting new books.

Pam Geraghty - Also list everything else that is happening.

Executive Analyst Helm - Yes, we'll definitely post them on the website and Facebook and newsletter. The next newsletter will come out in February.

President Bailey - Nancy, you had mentioned about doing something about publicity. I liked your point that we should have something in the newspapers. Lake Elmo struggled a little bit but we've been sailing along because we had a good agreement with Washington County.

Executive Analyst Helm - There was an article about Jamie in the Bulletin.

Nancy Wetsel - We're thinking about the Pioneer Press. Maybe when she does another event like this you can contact them?

Executive Analyst Helm - Ok.

Nancy Wetsel - From my experience, sometimes they're too busy to come out but they always welcome photos.

President Bailey - I like that idea, how should we go about that?

Executive Analyst Helm - I can take a look into it to see if they would be interested in writing an article about the Library and Community Center.

7. ADJOURNMENT

Motion by Wetsel, seconded by Geraghty to adjourn the Library Board Meeting at 4:22 p.m. With 3 Ayes, 0 Nays, 2 Absent, the motion carried.

Signed: _____
Jo Bailey, President

Respectfully submitted,

Renee Helm
Executive Analyst