

**AUSTIN PUBLIC LIBRARY BOARD MEETING**  
**November 14, 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, November 14, 2011, at the Austin Public Library.

**PRESENT:**            Becky Repinski        Vicki Splinter        Don Leathers  
                             Duane Feragen        Barry Irish            Catalina Ferreira-Truong  
                             Julie Schramek        Carmen Tribbett

**ALSO PRESENT:** Ann Hokanson, Brian McAlister, Sara Steinhoff

**ABSENT:**            Sally Baker

**AGENDA:**        Don Leathers moved to approve the agenda; Vicki Splinter seconded. Carried.

**MINUTES:**

A motion was made by Duane Feragen, seconded by Julie Schramek, to approve the September 12, 2011, minutes. Carried.

**BILLS:**

Carmen Tribbett asked whether the bill from Plunkett's Pest Control, listed in the September 2011 expenses, was a monthly bill or a service call due to a pest problem. Ann Hokanson advised the bill is quarterly for preventive services, as there are no current problems with mice or insects in the library.

Don Leathers noted a September expense for Ann Hokanson's travel to the 2010 PLA conference. Ann Hokanson replied that is an error in the comment line for the journal entry – it should have noted prepaid travel expenses for the 2012 conference.

Don Leathers requested further information regarding a check to Dorothy Krob for books. Ann Hokanson explained the books were obtained for the library by Dorothy directly from the author, who spoke at the Friends of the Library annual meeting in September, so Dorothy Krob was reimbursed for the cost of the books.

Don Leathers inquired as to a line item on the October budget report, which reflects over \$21,000 in year-to-date contributions. Ann Hokanson noted this figure is correct and includes funds received from the Minnesota Community Foundation, the Friends of the Library, and all other gifts received through the year.

Becky Repinski asked about the October expense for "Read" bracelets. Ann Hokanson reported these are promotional bracelets being handed out by the Austin Bruins hockey team members when they go and speak to kids in the community. Ann noted as part of this cooperative effort to encourage reading, one of the Bruins team members will be posing for a new "Read" poster for the library.

A motion was made by Vicki Splinter, seconded by Carmen Tribbett, to approve the September 2011 and October 2011 bills. Carried unanimously by roll-call vote.

**COMMITTEE REPORTS:**

**Personnel Committee**

Becky Repinski reported the personnel committee has collected the completed surveys, received all requested information from Ann Hokanson, and will be meeting on November 17 to discuss its findings together and then with Ann. The formal review of the Library Director will take place at the December 2011 board meeting and be completed by year end.

### **Ad Hoc Committee for *The Saint John's Bible* Reception**

With Sally Baker absent from the board meeting, Ann Hokanson reported a positive response to the October 30 reception. Ann noted that the Floral Club made arrangements for the food and did a wonderful job with serving. Ann further advised a public opening event was held on the following Sunday (November 6), with a good turnout of people for both the Open Viewing hours of the Bible volumes and for the showing of the DVD, *The Illuminator and a Bible for the 21<sup>st</sup> Century*, which tells the story of *The Saint John's Bible*.

Ann Hokanson also advised the Floral Club will be hosting a program in April, relating to *The Saint John's Bible*, and will be bringing in a special speaker. Carmen Tribbett inquired as to whether there would be other special programs or classes planned to utilize *The Saint John's Bible*. Ann replied there are programs in the planning stages, and she believes the Friends of the Library may be planning some things as well. Ann further noted the addition of an ad in the 2012 Austin Visitor's Guide for *The Saint John's Bible*, which is likely to draw additional visitors and patrons to the library.

### **DIRECTOR'S REPORT:**

#### **Policies and Procedures for *The Saint John's Bible***

Ann Hokanson reported library staff members are in the process of drafting policies, forms and procedures for use and care of *The Saint John's Bible*. Ann explained the information will be for both in-library use and outside use, as well as training programs and materials for volunteer docents. Ann noted the docents are being utilized to provide weekly Open Viewing times for the public to allow hands-on interaction with volumes of the Bible outside the viewing case.

#### **Budget Process for 2012**

Ann Hokanson advised the 2012 budget process is moving along as usual, but she has not heard anything to indicate there will be any unexpected problems for the library.

#### **Call Center Services**

Ann Hokanson announced the call center services are now active as of today's date, and five calls have been taken by the Unique call center so far. Ann noted the presentation by the company representative was impressive, and the call center specializes in services to libraries, so they are experienced in handling the type of calls received from patrons. Ann explained the call center will field calls to the Austin Public Library when the phone rings more than three times (as happens when the person at the desk is busy with someone else) or if the caller would have gotten a busy signal. She noted some calls will be transferred back to a library staff person, as appropriate, while others will be handled by Unique staff, who have access to Horizon and can renew books, update patron cards, etc. Ann stated all calls are logged and recorded, and she can access all of this information online at any time, including listening to the recorded calls.

#### **Upcoming Programs**

Ann Hokanson advised there will be a children's holiday program on December 8, featuring Copper Tom, who will also do a Vegas-style Christmas show at the Hormel Home that same afternoon in his "Mr. Vegas" persona. In addition, Ann said, the Friends of the

Library are hosting an author event on the evening of December 6, when Beth Bednar will speak in the main area of the library. Ann also reported there will be a children's program in February 2012, featuring "Pint-Sized Polkas."

**SELCO REPORT:**

In Sally Baker's absence, Ann Hokanson provided the SELCO report. She noted SELCO's interest in the Austin library's call center project and stated SELCO would like feedback on the library's experience, so it can explore the option for use within the region.

Ann Hokanson advised the Legacy program is available again, but is much more restrictive than it was last year. For example, she stated, each library is limited to two Legacy-funded programs. Carmen Tribbett inquired as to whether we could get Legacy funding for a program centered on *The Saint John's Bible*. Ann replied this would be a possibility, but the application would have to meet a variety of new requirements.

**OTHER BUSINESS:** None.

**SEPTEMBER 2011 AND OCTOBER 2011 GIFTS REPORTS:**

A motion was made by Duane Feragen, seconded by Barry Irish, to approve the September 2011 and October 2011 gifts reports. Carried.

**CITIZEN'S COMMENTS:**

Becky Repinski relayed she had received a positive comment regarding the library director. She said the Austin resident had been impressed by the fact the library is always busy and is frequented by all ages and used by many community groups

Brian McAlister received a complaint from a citizen who believes there is a need for a center line to be painted on the in-drive to the library's public parking lot, since there seem to be people driving in and out down the middle, creating traffic flow problems. Ann Hokanson advised she will discuss the issue with the Streets department.

**BOARD COMMENTS:**

Carmen Tribbett noted she had attended the October retirement reception honoring former library staff member Anita Bruggeman, and she thought it went very well and was well-attended.

**ADJOURNMENT:**

Motion made by Vicki Splinter, seconded by Carmen Tribbett, to adjourn at 4:55 p.m. Carried.

Respectfully submitted,  
Sara Steinhoff  
Recording Secretary

**NEXT MEETING**  
**Monday, December 12, 2011**  
**4:00 p.m.**