

Minutes
Hutchinson Public Library Board
September 23, 2002

Present: Mary Henke, Julie Jensen, Connie Lambert, Newt Potter
Absent: John Hassinger, Kay Johnson, Larry Ladd, Kay Peterson

The meeting was called to order by President Connie Lambert

The minutes of the August 26, 2002 meeting were approved as written.

Old Business:

1. Focus Group

In an extended discussion of the Focus Group, scheduled for Tuesday October 22, the letter of invitation was further revised, the participant list was reviewed and supplemented, and the following specific decisions were made about the conduct of the meeting.

- Duration of the meeting is 2 hours, from 7-9 p.
- Library Board members are to arrive at 6:30.
- Supplies: nametags for everyone, newsprint, masking tape, paper, pencils, magic markers, etc.
- John Hassinger will introduce the evening's agenda.
- Groups of approximately 8 will be formed, each led by a Board member.
- Each participant will be given paper and pencil on which they are to write their answer to these two questions:
 1. In your opinion, what is the best thing about the Hutchinson Public Library?
 2. What is one suggestion you can make for improvement?
- Group members will then share and discuss their written responses; the responses will be recorded on newsprint; and they will be prioritized. Time: about 30 minutes.
- All participants will reconvene; group reports will be posted on the walls; and John Hassinger will lead a concluding discussion/summarization. Refreshments will follow.

2. Minnesota Historical Society Grant

Julie Wischnack will go to the MHS on October 3 to comment on the application for \$17,000. At this time, funding for exterior improvements to the library looks promising.

3. 2003 budget and automation funding requests from City and County
The City has not cut any of our requests at this point. The County request sounds positive.

4. Community Forum

November 7 (alternate date November 14). Pete Hoeger will be asked to speak about current events, leaving his options open to accommodate up-to-the-minute developments in world affairs.

New Business:

1. Friends of the Library Used Book Sale results

In spite of books selling for only 25 or 50 cents, the Arts and Crafts Fair sale brought in \$969. That amount will be partially matched by AAL.

NEXT MEETING: MONDAY, October 28, AT 4:30 P.

Meeting adjourned

Julie M. Jensen, Acting Secretary

Hutchinson Public Library
Meeting Minutes for Oct. 28, 2002

Present: Kay Peterson, Kay Johnson, Julie Jensen, Newt Potter, John Hassinger, Connie Lambert and Larry Ladd.

Meeting was called to order by Connie Lambert. Minutes were reviewed and accepted.

Pioneerland Report

Jack Sandberg reported to Hutchinson Public Library Board the following items from the Oct. 17 Pioneerland meeting:

- There is going to be a change in the way federal grant money is used by libraries. Regional directors are advocating to delay the date the new rules become effective.
- USA Patriot Act. Jack reported PLS will help libraries respond to government requests for information. Discuss about this took place among the library board members.
- The Minnesota Legislature will provide more money for libraries this year.
- The PLS board voted to raise fines.

Old Business

- Focus group results. Board members said the meeting on Tuesday, Oct. 22, was excellent, fun and worthwhile. Mary typed up the responses from the newsprint sheets and individual forms. From it, board members are asked to create a priority list of needs for the Hutchinson Public Library and for Pioneerland. Lists should be given to Mary prior to the next board meeting (Monday, Nov. 25). Board members are asked to rank their priorities from 1 (highest) to 4 (lowest).
- Minnesota Historical Society Grant. Good news! The library's grant proposal was accepted for funding. The total amount of the project is \$34,551, which will be used for restoration work inside and outside the library.
- Community Forum. This event will take place at 7 p.m. Thursday, Nov. 14. Pete Hoeger will be the speaker and he will talk on the topic of Mideast Hot Spots. Following the program, guests will be asked to fill out an evaluation form. Coffee and cookies will be served. Larry Ladd will introduce Hoeger.
- Other. Nothing to report.

New Business

- Pioneerland Library System technology plan. Pioneerland is planning to do an assessment of the system's libraries. Hutchinson will be used as a "guinea pig." Mary will meet in November with PLS representative to begin this process.

Donations received in September

Will Lee-Ashley: In honor of the Fitzgerald family of Glencoe, \$15.
American Legion Auxiliary: In memory of JoAnn Neisses, \$16.22

Meeting was adjourned at 5:30 p.m. The next meeting is scheduled at 4:30 p.m. Monday, Nov. 25, at the Hutchinson Public Library, 50 Main St. S.W.

Minutes by Kay Johnson

Minutes

Hutchinson Public Library Board

November 25, 2002

Present: Larry Ladd, Connie Lambert, Mary Henke, Kay Peterson, Newton Potter, and John Hassinger

Absent: Kay Johnson and Julie Jensen

The meeting was called to order by President Connie Lambert.

The minutes of the October 28, 2002 were approved as written.

PLS report:

Mary reported no major issues to report on. Negotiations with head librarians continues. Contract with Canby Public Library is in final stages.

Old Business

1. Priority listing from focus groups

Mary compiled board members' prioritized list of suggestions from the focus group. Those items that emerged as high priorities were Internet expansion, services for the underserved, and reading lists for students. Discussion followed about how to connect knowledgeable students in computer usage with adults interested in learning about computers and Internet. High school or Ridgewater students? Mary and Connie will look at list and develop goals and objectives for the board to examine.

2. Development of technology plan

Pioneerland Library System would like each library to have a technology plan and is in the initial stages of developing a format for such a plan. This dovetails with what we are doing. Goals from the focus group will feed into the technology plan.

3. Community forum

The turnout was lighter than our last forum on the Muslim religion. Pete Hoeger gave a good presentation and there was a good discussion. We discussed possible future presenters; an author and a Black History month program.

4. City and county budget requests for 2003

Kay Peterson reported the city has our request in place. Connie wasn't able to reach Bev Wangerin for report from county.

5. Minnesota Historical Society grant

We received the official letter confirming the \$16,000 matching grant. Julie Wischnack from the Hutchinson Building and Planning Dept. along with a representative from the Parks and Recreation Dept. will be at our January 2003 meeting to give us an overview on the projects planned for the library.

6. Energy conservation grant

Grant money will be used to add insulation to the old roof with wiring to be checked first and to upgrade lighting to a more efficient system. Next year, we will receive \$45,000 to replace the heating, ventilation and air-conditioning system.

7. Proclamation

A proclamation will be read recognizing the dedicated work of the library staff at the City Council meeting at 5:30 p.m. on November 26 in the Council Chambers.

New Business

1. Pastor Greg Nelson of Bethlehem United Methodist asked if they could use the upper room of the library as part of their Passion Week service. Mary will check on city and PLS policy for guidance.

~~Next meeting: Monday, December 23 at 4:30 p.m.~~ Dec. 23 meeting was cancelled
because of lack of pressing business and board members gone on
Meeting adjourned. holiday trips.

John Hassinger, Acting Secretary.