

**Dakota County Library Board**  
**April 14, 2011**  
**5:30 p.m.**  
**Dakota County Heritage Library**

Present: Ms. Schatz, Mr. Larsen, Ms. Zenk, Ms. Hanauer, Mr. Duling, Ms. Berggren, Mr. Hendrickson

Library Staff: Ken Behringer, Library Director; Roseanne Byrne, Deputy Director; Kathy Peterson, administrative staff

Others in attendance: Commissioner Liz Workman; Murray Wilson, Manager Heritage Library; Lee Schubert, Manager Central Cluster; Debbie Snyder, Circulation Supervisor Heritage Library; Tom Novak, Director PS&R; Joe Lexa, CPPM

President Larsen called the meeting to order after the Annual Library Board Retreat at 5:35 p.m.

**Approval of Consent Agenda:** (item 4) Mr. Behringer said that circulation was lagging from 2010 numbers. Items have been harder for users to find in Symphony, though Technology Department staff have made progress in customizing the software for our use. The circulation numbers also reflect the fact that new ordering was shut down during the transition from Horizon to Symphony, affecting the depth of the new, popular collection. These trends, combined with a decrease in the materials budget for 2011 presents some concerns. He promised to keep the Library Board members informed. Ms. Zenk moved and Ms. Hanauer seconded that the consent agenda be approved. Motion passed unanimously.

**Director's Report:** (item 5) Mr. Behringer and Ms. Byrne thanked Debbie Snyder for all she has done and continues to do with the Symphony, RFID, circulation, El Dia and the presentation and set up of the dinner.

Mr. Behringer reported that RFID tagging has been completed at Wentworth and Robert Trail and that the tagging teams are working on Burnhaven and Wescott. Both should be converted by the May Library Board meeting.

There have been questions about the safety of exposure to RFID tags and Mr. Behringer posted a review from Risk Management and 3M stating that there was no history of adverse effects from library-related RFID tags or equipment.

2011 Staff Day will be the first Friday in December and Library Board members are invited to attend.

A high profile arrest was made without incident at Pleasant Hill in March. A TV film crew came later and photographed the area in the library where it occurred.

Staff will be assessing a \$2 fine for removing the RFID tags from materials. This is covered under existing language in the policy/procedure manual under defacing materials by removing barcodes.

**(Item 6.a.) Update on Activities of Friends of Heritage Library:** President Susan Brousseau and "tech innovator" Steve Holzgraefe gave an animated and detailed report on the growth and development of the Heritage Friends group. They stressed the importance of their involvement on the community as a whole. Their mission is to "Bring the Library to the Community and the Community to the Library." They are involved in many traditional and nontraditional service projects and have built an email list of over 200. They sold tickets online to the "One Book One Lakeville" event and continued to build a base of communication and support. Ms. Byrne was impressed with their enthusiasm and initiative and suggested they partner with or mentor other friends groups. Ms. Brousseau invited everyone go to their website and sign up for their electronic newsletter.

Mr. Wilson then welcomed the Library Board to Heritage Library and gave an update on the happenings there. He noted that the staff temporarily assigned from Burnhaven has been appreciated and will be missed as they return to their building. El Dia is happening this Saturday with an upcoming Silver Tea and Summer Reading Club. He made the suggestion that the Library should promote itself better.

**(Item 6.b.) Update on the Remodeling of the Burnhaven Library:** Joe Lexa handed out a sheet with pictures of the progress. He said that interior and the License Center were complete. Lighting was being retro fitted, the public restrooms were updated, a new fire alarm system was installed and the two rain gardens were waiting to

be approved. He expected all exterior site work to be completed by late May. Mr. Behringer said that staff is now back in the building interfilming, tagging and re-shelving all the items. RFID equipment is being installed and should be all ready when the building reopens. Mr. Lexa said that fascia arrives for installation around May 10<sup>th</sup> and that it takes at least 2 weeks to put up. Mr. Behringer said that the staff is working very hard and that Library Board members will be pleased with the work. A ribbon-cutting is planned for before the June meeting at Burnhaven.

**(Item 6.c.) Consideration of Changes to the *Unattended/Vulnerable Children Policy*:** Mr. Behringer said that County Attorney's office had suggested revisions to our policy in this area. That office was concerned that some of the language in the existing policy created liability risks for the county. The proposed new language, while placing primary responsibility for a child's safety on the parent/caregiver, is open enough for staff to make judgment calls and to contact child protective services if they think the situation warrants. Ms. Hanauer moved and Ms. Berggren seconded that the Library Board adopt the recommended changes to the **Unattended/Vulnerable Children** policy for Dakota County. Motion passed unanimously.

**(Item 6.d.) Consideration of Proposed Library Board meeting Dates for 2011-2012:** After amending the proposed schedule to have the Retreat in February before the regular meeting at Wescott, Ms. Berggren moved and Ms. Hanauer seconded that the Library Board adopt the proposed meeting schedule for 2011-2021. Motion passed unanimously.

**(Item 6.e.) Annual Report to the State Library Agency:** After reviewing copies of the document Ms. Berggren moved and Mr. Duling seconded that the report be signed for submission to the State Department of Education. Motion passed unanimously.

**(Item 6.f.) Planning for Annual Review of Library Director's Performance:**

President's Declaration of Closed Meeting

At 6:45 p.m. President Larsen declared the meeting closed, pursuant to Minnesota Statutes Section 47.715, subdivision 1d. subpart (d) for the purpose of evaluation of the Library Director. All DCL staff left the room.

President's Declaration of Open Meeting

President Larsen declared the meeting open at 7:00 p.m. As required by law, President Larsen summarized the discussion during the closed meeting. President Larsen and Ms Hanauer will meet with Mr. Behringer prior to the May Library Board meeting to discuss his review. Results will be finalized at the May Library Board meeting.

Ms. Hanauer moved that the meeting be adjourned. Ms. Zenk seconded. Motion passed unanimously. President Larsen adjourned the meeting at 7:10 p.m.

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Paul Larsen, Library Board President

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Barbara Berggren, Library Board Secretary