



Waseca-Le Sueur Regional Library Board Meeting Minutes

June 12th, 2023 | Le Center Public Library

Present: Bette Traxler, Louise Lund, De Malterer, Patrick Tebbe, Brian Schanil, John King, Cheri Lewer

Absent: Judy Graham

Others: Stacy Lienemann (Director), Afton Finley (Staff), Paul Burkhardt.

I. Call to order: The Library Board of Trustees meeting was called to order by President Bette Traxler at 6:30 pm.

II. Additions to the Agenda:

- Traxler moved the Audit Report after the agenda.
- Motion by Malterer and second by King the amended agenda. Approved.

III. Approval of the May meeting minutes:

- Motion by Malterer and second by Schanil to approve the May meeting. Approved.

IV. Approval of June bills:

- Lienemann stated we are where we want to be for the year.
- Motion by King, second by Lewer to approve the June bills. Approved.
- Voted for Bette Traxler, Louise Lund, De Malterer, Patrick Tebbe, Brian Schanil, John King, Cheri Lewer

V. Circulation, Activities, and Events Report:

- See the circulation and activities report.
- Next month there should be a new April 2023 Circulation report. We are working with TdS. There were about 1000 checkouts missing.
- During May, Children's circulation surpassed adult circulation. The E content is growing as well.

VI. Old Business:

A. Administration of Materials Policy

- a. Lienemann shared the current policy, the revised policy discussed in April is highlighted in yellow, and after asking other TdS libraries the highlighted in green has been added. The Policy Committee has met and discussed the policy change.
- b. Motion by Malterer, second by Tebbe to approve the proposed Administration of Materials Policy. Approved.

VII. New Business:

A. Audit

- a. The Auditor went over the results of the audit and their findings. They determined that the audit was "clean", however, there were significant deficiencies in the preparation of financial statements, segregation of duties, and adjusting journal entries. The first two findings are normal for us.
- b. There is a new policy regarding leases. The library leases part of the Waseca building from the City of Waseca.
- c. The records were in good shape, and two of the entries were considered audit adjustments.
- d. The auditor recommended that the lease stays current since it is outdated. They also recommended the internal control policy update as it has not been updated in several years.

- e. They would like to see 12 months of reserves, right now we are at 217 days.

B. Circulation Policy

- a. We have added different things to check out. One thing we are adding is a Roku. Where people can stream using a library account. Montgomery has been given a donation for about two years for four Rokus. Tebbe asked about the tracking of what is being streamed. There should be something in the contract.
- b. TMobile has reached out and will give us free iPads to use as a hotspot. They are going to be tested at Waseca since Waseca has the best TMobile coverage.
- c. Tebbe asked about the tracking of what is being streamed. There should be something in the contract.
- d. Motion by Lewer and second by Tebbe to approve the revised circulation policy. Approved.

C. 3D Printing Policy

- a. Kevin Spencer in Montgomery has a special interest in 3D printing. The person would design it, give the design to the library, and then they can pick it up at a different time.
- b. We are adding a policy for patrons to use 3D printing.
- c. Motion by Lewer and second by King to approve the 3D Printing Policy. Approved.

D.

VIII. TdS Report

- They did a demonstration of the new computer system. Ann Hokenson has resigned from her position. They have an August application deadline. There is a state mandate of an MLIS plus five years in an administrative public library role. Lienemann believes Seth and Casie will be sharing the role of interim director.

IX. Director's Report

- See the Director's Report.
- There was an incident in Le Sueur. A staff member noticed two women looking for a specific book. She helped them find it and the next book was It's Perfectly Normal. She asked if there was a reason why they were looking for these they launched into their concern about books being accessed by children. One of the women accused the staff member of not caring about children. When the staff member started she cared for the children of this community, they said you will have to take that up with your maker when you pass away. The staff member explained that the library board approves the policies.

X. Board Comments and Questions

- None

XI. Next Month's Meeting Location

- Next month's meeting is on July 10th, 2023 at Elysian Public Library.

XII. Adjournment

- Traxler adjourned the meeting at 7:57 pm.