

K.O. Lee Aberdeen Public Library Board of Trustees Meeting Minutes January 5, 2021.

The K.O. Lee Aberdeen Public Library Board met on Tuesday, January 5, 2021 at 5:00 PM at the Public Library. Present were Board Members Paul McDonald, Troy McQuillen, Peter Ramey attended in person and Lynn Klundt, Cindy Senger and City Council Member Rob Ronayne attended through Zoom technology. Also present at the meeting were Library Director Shirley Arment, Assistant Library Director Cara Perrion and City Manager Joe Gaa. President Paul McDonald called the meeting to order.

#### OPEN FORUM

Community member Robert Fay spoke in the open forum portion of the meeting.

#### MINUTES

Troy McQuillen moved that the minutes of the December 1, 2020 meeting be approved. Cindy Senger seconded the motion. Upon roll call vote all voted Aye. Motion carried.

#### LIBRARIAN'S REPORT

The librarian's report, as presented, was discussed. Librarians Sabrina Padfield and Cara Perrion reported on upcoming Winter/Spring Library programs and activities. Shirley Arment reported on the activities of the library social media task force.

#### FINANCIAL MATTERS

The current list of bills and financial statements were discussed. Lynn Klundt moved to approve that the December 2020 bills be paid and that the financial reports be received and placed on file. Troy McQuillen seconded. Upon roll call vote all voted Aye. Motion carried.

The Board reviewed and discussed the William Johnston donation account fund and possible future uses for the resources. Peter Ramey moved to budget \$1,200 of the remaining funds to continue subsidizing 2 contracts with AT&T for Hotspot service in 2021. Troy McQuillen seconded. Upon roll call vote all voted Aye. Motion carried. The Board also reviewed and discussed the Library's approved 2021 budget.

#### UNFINISHED BUSINESS

Shirley Arment reported that the library COVID protocols have worked to prevent the spread of the virus and that the library will continue with its current plan.

Paul McDonald reported that the plaque of Karl O. Lee being created for display at the library is progressing and the Board will be updated as the project continues.

The Library Board reviewed and accepted the attached goals and objectives proposed for the library in 2021.

#### NEW BUSINESS

Shirley Arment updated the Board on vandalism (graffiti painted on wall) that occurred at the library on December 23.

The next Library Board meeting will be Tuesday, January 5, 2021 at 5:00 PM at the Public Library.

\_\_\_\_\_  
Its \_\_\_\_\_

K.O. Lee Aberdeen Public Library  
Goals and Objectives 2021

1. Foster programs and resources that support and align with homeschooling community priorities.
  - Contact the public school library coordinator in January of 2021 to discuss how the public library can help students by supplementing virtual education. (Public school library coordinator has been contacted and will get information back to us after Christmas break.)
  - Speak with homeschooling families/groups to find out how library can supplement homeschooling (especially during pandemic conditions).
    - Create Homeschool Advisory Board consisting of 3 parents, 2 students and 3 library representatives who will meet at least 2 times a year to discuss how the library can serve Homeschooling families in the community.
  - Develop a list of homeschooling contacts in the community by June 2021.
2. Build and circulate a collection of devices and technology kits to expose customers to emerging technology and to support their learning about technology in the library and offsite.
  - Acquire 2 more hotspots (for a total of 4 hotspots) to pair with 4 iPads to create 4 take home kits for patron use.
  - Modify current Hotspot use policy to include iPad use information.
3. Contact assisted living and senior housing units in the area to arrange 4 visits a year to help teach technology to residents. (Post-COVID).
4. By March 2021 Library Administration will evaluate 100% of full-time staff positions within library departments to determine if staff are distributed correctly or if there should be changes to staffing configurations.
  - Evaluate all 13 full-time staff job descriptions along with library department functions to determine if staffing positions and personnel are being used to the greatest advantage to accomplish library goals and serve library patrons.
5. By August 2021, library staff will explore and find funding for the addition of a streaming digital platform (ex. Hoopla, Kanopy) which will provide movies, music, audiobooks, eBooks, comics and TV shows for patron use on computers, tablets, or phones.
  - Work with Library Foundation on creating funding priorities for library by August 2021.
  - Apply for Grants and solicit gifts as opportunities become available throughout 2021.
6. Research approaches to provide and promote access to library services and materials to all community members through both in-house and outreach efforts.
  - Continue to find ways to expand library services to community members through:
    - Home deliveries (increase the number of items delivered by 10% over 2020 deliveries.)
    - Curbside services (increase number of items delivered by 15% over 2020 services.)
    - Add in person programming and meeting room usage when health conditions in the community allow (with COVID safety measures in place).
    - Have monthly meeting with outreach staff to explore new ways to reach the community through outreach services.
    - Create custom storytime bags for use by daycares and preschools.
      - Assemble theme-based bags consisting of books, videos and activities (as requested by the provider) to be used by childcare providers to encourage reading and learning in preschool age children. (May 2021).
      - Compile a list of childcare providers in area to contact regarding use of storytime bags. (May 2021).

- Deliver items to facilities/homes or provide curbside pickup/return.(July 2021)
7. Continue to develop new virtual programming and activity opportunities for patrons during COVID pandemic and devise a plan to keep offering virtual events, after in person activities resume.
    - Investigate what types of virtual programs and activities are most popular with the public through:
      - Monitoring current social media platforms for # of views with goal of increasing traffic on current platforms 20% by fall of 2021.
      - Develop patron polls that are focused and direct to discover patron preferences (August 2021).
      - Find additional ideas for virtual activities:
        - Research/contact 5 libraries to inquire about and discuss virtual programming ideas that are popular at their libraries by March of 2021.
  8. By January 2021, assemble a social media committee that meets monthly (consisting of the Library Director, Children's Librarian, Children's Library Technician, Community Services Librarian, Information Services Librarian and Technology Librarian) with the goal of developing a strategy to use trending social media/virtual platforms to build community awareness of library services and programs.
    - By June of 2021, test 2 new media platforms (TikTok and YouTube).
    - Formulate schedule that will allow staff involved in social media/virtual programming to dedicate 2 more hours (per employee) a week toward creating/updating social media/virtual platforms.

Board approval 12/1/2020

Revisions accepted 01/05/2021