

Dyckman Free Library Board
Meeting Minutes
March 8, 2023

- I. Call to Order: 5:05pm
 - a. Present: Kate Nelson, Rachel Windschitl, Lisa Steffl and Jenny Blick
 - b. Non-Present: Trista Barka, Mindy Hardin and Bob Elston
- II. Approval of the Agenda: Rachel- motion, Jenny- second
- III. Approval of Minutes: September 2022 minutes and December 2022 minutes: Rachel – motion, Jenny - second.
- IV. Reports
 - a. Librarian’s Report: Lisa reviewed the statics report for 2022. Statistics also shared comparing 2021, 2022 and current months of 2023. The recent adult craft event went well; Thursday Children’s Storytime and Musical time has been very well attended. The last Musical Story Time will be tomorrow. An ACHF grant was again written to all for Musical Story Time to start up starting in October, running once a month for six months. Children/youth activities on the last Wednesday of each month afterschool has been started in January and has had good attendance. Monthly Spice Expedition has been popular and will continue through April. Held a seed swap that went over well and will hold again next spring. A large donation of high quality seed has resulted in over \$100 in free-will donations.
 - b. Financial Report: The first quarter report was shared and showed no concerns. There are no concerns from the City office.
- V. Old Business
 - a. Future building projects- roof replacement: Lisa reached out to 3 roof contractors. Will forward the information to the City to choose one of them. Due to the weather conditions/snow the roof cannot be properly measured and so may have to wait for actual bids until weather improves.
- VI. New Business
 - a. New library software went into effect on 3/2/23. Patrons and staff are very pleased with the program and the change had little impact on workflow.
 - b. 2022 Annual Library Report was completed and Board President, Kate Nelson, signed off so Lisa can submit the report which is due in April.

Next meeting: Wednesday, June 14, 2023 at 5:00pm

Meeting adjourned at 5:25pm

_____ secretary (acting as secretary in absence of Trista Barka)
Kate Nelson

ATTEST CORRECT _____ chair
Kate Nelson

Dyckman Free Library Board

Meeting Minutes

June 14, 2023

- I. Call to Order: 5:01 pm
 - a. Present: Kate Nelson, Jenny Blick, Lisa Steffl, and Trista Barka
 - b. Non-Present: Mindy Hardin, Rachel Windschitl, Christina Andres, and Bob Elston
- II. Approval of the Agenda: Jenny- motion, Trista- second
- III. Approval of Minutes: March 2022 minutes: Trista- motion, Jenny- second
- IV. Reports
 - a. Librarian's Report: Lisa reviewed statistics for 2023 with a month-to-month, year-to-year comparison. We are seeing the average yearly growth is increasing. There are about 140 Summer Reading participants. Businesses and Community leaders are helping with the Storytime Programs as part of the pieces to the puzzle theme. The Family Puzzle night had a good attendance, Kids Music event had about 100 children in attendance, Miss Sleepy Eye Royalty will do Bedtime Storytime on June 19 at 6:30, another kids music event will be on June 22 at the Event Center and finally, a kids puzzle challenge will close out June's activities. July plans are being finalized and a calendar of activities will be released soon.
 - b. Financial Report: Numbers look good halfway through the year.
- V. Old Business
 - a. Roof replacement: The materials will be sourced from Stimpert's with Zuhlsdorf doing the labor. The work is planned to begin the last week of June. The hope is the roof replacement will help with ice dams. A potential extra cost could be if the sheeting needs to be replaced due to code.
 - b. Software changeover update: Lisa reports the change went smoothly and there is a positive response to the new program.
- VI. New Business
 - a. Temporary Summer hire: Jenny Blick has been hired to help over the summer! Welcome Jenny to the Board and Staff!
 - b. Furnace issues due to water in the basement: With the rains in May the basement did have some water which impacted the furnace. Parts will be replaced.
- VII. Other Business
 - a. Brown County Library Board: Lisa reported the Brown County Library Board met on June 12. The County Library Directors are working on a presentation to the County Commissioners in August asking for \$5,000 in support which will be split between the 5 county libraries. There will be another adult painting class soon and a grant has been applied for to bring a Historian to the library for an event.

Next Meeting: Wednesday, September 13, 2023, at 5:00 pm

Meeting adjourned at 5:25 pm

Secretary

Trista Barka

ATTEST CORRECT _____ Chair

Kate Nelson

Dyckman Free Library Board

Meeting Minutes

September 13, 2023

- I. Call to Order: 5:04 pm
 - a. Present: Kate Nelson, Mindy Hardin, Rachel Windschitl, Jenny Blick, Lisa Steffl, and Trista Barka
 - b. Non-Present: Christina Andres and Bob Elston
- II. Approval of the Agenda: Mindy- motion, Jenny- second
- III. Approval of Minutes: June 2023 minutes: Mindy- motion, Jenny- second
- IV. Reports
 - a. Librarian's Report: Lisa reported checkout and statistic numbers continue to increase. Doug Ohman presented on September 11 on Medal of Honor recipients; he is a good storyteller, and we should consider him for future presentations. The Afterschool program will be the last Wednesday of each month September- March at 3:30 pm. Additional adult programs/classes are being offered.
 - b. Finances: Program expenses look high compared to the budget, but a grant was received to help offset costs, so programming is closer to \$1000 for actual expenses.
- V. Old Business
 - a. Temporary Summer hire: Thank you Jenny Blick for helping over the summer. The staff hopes she can return in the summer of 2024.
 - b. Summer Reading went well this summer and plans are already underway for summer 2024.
- VI. New Business
 - a. Donations: a patron has donated funds to the library for expenses as Lisa sees fit and will provide a monthly donation as well. There is some book shelving that needs replacement so funds will be used towards that. Other ideas were building updates, more shelving, and fun items.
- VII. Other Business
 - a. Sprinklers will be added to the yard at the library.
 - b. The County Commissioner meeting went very well, and they will be giving the county libraries an additional \$5,000 to share amongst them.

Next Meeting: Wednesday, December 13, 2023, at 5:00 pm

Meeting adjourned at 5:20 pm

Secretary

Trista Barka

ATTEST CORRECT _____ Chair

Kate Nelson

Dyckman Free Library Board

Meeting Minutes

December 13, 2023

- I. Call to Order: 5:11 pm
 - a. Present: Kate Nelson, Mindy Hardin, Lisa Steffl, and Trista Barka
 - b. Non-Present: Rachel Windschitl, Jenny Blick, Christina Andres and Bob Elston
- II. Approval of the Agenda: Mindy- motion, Kate- second
- III. Approval of Minutes: September 2023 minutes: Mindy- motion, Kate- second
- IV. Reports
 - a. Librarian's Report: Lisa shared the year-to-year comparison report and monthly comparison for 2023, both reflect increased use. Several events have occurred and are in the planning stages for future events such as adult painting classes, author visits, African music performances, the Night Before Christmas musical program, and spice classes. There is a new director at TDS, Lisa feels optimistic TDS will continue to provide great support to the libraries. Lisa received a quote to add a sprinkling system to the front and north sides of the property. The decision will be sent to the City office to determine how to proceed.
 - b. Financial Report: Program expenses aren't offset in the report as the income came from a grant and is allocated to another account; the actual expense is \$1919.26 (97%) of the budget. Professional services account is a shared expense with other City departments for services like auditor, and website.
- V. New Business
 - a. Paint Boy in New Ulm was recommended to look at the exterior wood of the original part of the library and repair, replace, and repaint areas of need. The estimate is \$3,000, with bids coming in spring 2024.

Next Meeting: Wednesday, March 13, 2024 at 5:00 pm

Meeting adjourned at 5:30 pm

Trista Barka Secretary

ATTEST CORRECT _____ Chair
Kate Nelson