

Hibbing Public Library Board of Trustees
Minutes of October 8, 2014 regular meeting.
Approved at November 12, 2014 regular meeting.

Members present: Jan Carey, Haley Hagen, Nina Kangas, Terry Miller,
Sandy Wakefield, Ron Wirkkula,

Members absent: Lori Hendrickson

Staff present: Ginny Richmond

Meeting called to order at 4:40 pm. Ron Wirkkula agreed to take notes in absence of Secretary Hendrickson. Meeting was recessed from 5:00-7:15 pm for purpose of Strategic Planning with library staff. Regular Meeting was reconvened at 7:30 p.m. to complete agenda items.

Approval of minutes:

Motion to approve the September 10, 2014 minutes with corrections. Discussion about extent of information to be included in minutes. Motion by Wakefield, second by Wirkkula. Approved by voice vote. Motion carried.

Financial Reports

Revenue and Expense reports for year to date, January-September, 75% of year.

Motion to accept the financial reports by Hagen, second by Kangas. Approved by voice vote.

Motion carried.

Old Business

Richmond reported that the city hired a temporary library technician, Martine Cianni, for 5 days per week, 67 days maximum. Richmond had requested a temp for 3 days a week. The goal is to have sufficient coverage so that current staff can take leave time they have earned with two retirements (Bill & Cheryl) expected in December.

New Business

Discussion regarding meeting with Arrowhead Library System directors about MN Statute 134.11 and Library Board authority. Although most board members were interested in attending a meeting on October 13th, which would not allow time for public notice regarding a special meeting of the full board. A committee, plus alternates, list was formed to attend this meeting and determine what next steps will be taken to keep communication with city officials going. Because October 13th is a city holiday (Columbus Day), the meeting was scheduled to be held at the HPAT office at 1:00 p.m.

Richmond has received William (Bill) Trelford's paperwork for retirement. She is also expecting retirement paperwork from Cheryl Gillis in the next week. Once the official paperwork is taken to city hall, Richmond will fill out requisitions for one Library Specialist (Reference & Cataloging) and one Library Technician (Interlibrary Loan & Delivery).

Next meeting November 12, 2014. Plan to stay later (up to 7 p.m.) for strategic planning.

Meeting adjourned at 7:53 p.m.

Submitted for approval,

Ron Wirkkula and Ginny Richmond,
Acting Secretaries

Note: The Strategic Planning meeting/retreat was attended by Library Board members present, above, and by the following library staff: April Larson, Carla Anderson, Coral Ellshoff. Library Director Richmond led the meeting, reviewing Organizational Values, Mission Statement and the annual Strategies and Action Steps (A-N) under the three Goals of the five year plan.

Due to the staff vacancies and retirements in 2014, many of the Strategies and Action Steps developed at the July 10, 2013 Strategic Planning meeting are still in progress. Strategies should be updated after all new staff have been hired.

ORGANIZATIONAL VALUES:

- ❖ We value a welcoming environment for all.
- ❖ We value lifelong growth and development.
- ❖ We value collaboration with other community organizations.
- ❖ We value access to a wide range of resources.
- ❖ We value creativity and flexibility in delivering what the community needs within the available budget.

MISSION STATEMENT:

The Hibbing Public Library helps everyone succeed by providing technology to access the online world, introducing children to a lifetime of reading and learning, and bringing enjoyment into people's lives.

LIBRARY GOALS (In order of priority):

1. Everyone will have free use of the latest technology to access global information and communication. (Strategies A-E.)
2. Children, their families, and caregivers will have positive experiences that create successful young readers who value lifelong learning. (Strategies F-I.)
3. People's lives will be energized and enriched through reading, viewing, listening, and sharing. (Strategies J-N.)

[Summary from Hibbing Public Library 2011 – 2016 Strategic Plan – Progress Review 8/30/13](#)

Year 1 Action Plans (14 Strategies, A-N, each with Action Steps) ~ July 1, 2011-June 30, 2012
+extended to Dec. 31, 2012

Year 2 Action Plans (14 Strategies A-N, some different from 2011-12, with new Action Steps) ~
dates shifted to Jan. 1, 2013-Dec. 31, 2013.

(Note: Staff requested that Board allow date shift due to major renovations in 2012 and progress indicators already collected on a calendar year basis).