

February 2021 Library Board Minutes

The regular meeting of the Coleraine Library Board was called to order by Lila Dezelske at 4:11PM on February 11, 2021.

Present: Mostad-Jensen, Inglebret, Dezelske, LaFond,

Absent: Sutherland, Patnaude, Savich

Motion was made by Dezelske and seconded by LaFond to approve the January minutes.

Motion was made by Dezelske and seconded by Inglebret to approve the January librarian's report and bills. Roll call vote passed.

Old Business

- T-shirt and tote bag fundraiser on hold until Spring.
- Liv will contact Nature's Edge to get more details concerning the front door materials. The board approved Liv to move forward with Nature's Edge to repair the front doors contingent the cost of the materials are within budgeted funds. Roll call vote passed.
Nature's Edge will come to get the doors soon. Liv has not heard from Nature's Edge. She will contact Theresa. Theresa contacted Nature's edge. The Co has not contacted Liv, so Theresa will contact him again. Theresa will try to contact Tim from Nature's Edge.
2-11-21 no contact from Nature's Edge..
- At this time, the library will not be open to the school. Liv will continue to monitor the covid numbers. She is checking out books to classes or individual students for pick-up. Liv did have a 6th grade class return to the library, but the students needed many reminders to keep their masks in place.
- Security cameras. Liv will follow up with Lonnie Mjolsness as to the whereabouts of the security cameras, and the time frame for installation. *Liv has received two bids for the security cameras. One bid is for 4 tb (memory) cameras \$1,229.53. The second bin from the same company for 8 tb cameras for \$ 1,379.92. Liv will check with Brianna if there is room in the budget to pay for the security cameras. Liv thought the library was under budget in 2020, but she is not certain if the extra funds could go for the security system. Liv will get back to the board once she has more information. Liv forgot to ask Brianna about the budget for the cameras, but she did have a conversation with Brad from Public Works. He is uncomfortable with the wiring of the cameras due to the age of the building. Liv contacted the company to see if they have wireless cameras. The power source requires wiring, but the camera will work remotely.*
- The legislative delegated 2.9 million dollars for construction on Minnesota libraries. It is a 50% match grant. Fundraising will be necessary. There is a five year timeline for the

work to be completed. Liv is keeping an eye on the website for when the money is released. She will keep us updated. *The grant is officially open. It will close April 2nd. Liv is attending a webinar at the end of January to obtain more information. Liv is looking for supporting grants from area foundations for the 50% match. 2-11-21 Update: The library needs proof of the matching funds before applying for the state funds. Also the city will need to pay upfront, and the state will reimburse the city once the project is complete. The grant has two components: Accessibility and Infrastructure. You can apply for one or both. The library could have the opportunity for the other portion next year.*

- Liv shared the RFP (request for proposal) with the board. She will contact the three main companies that specialize in historical restoration work. Proposals will be due February 18th, 2021 by 5:00 P.M. CST. *Liv sent out the RFP. She had a phone conversation with the company from Duluth. They are interested in bidding on the project.*
- If the covid case numbers continue to stabilize in Itasca County, Liv will consider advertising for patron's to browse in the library by an appointment only, and wearing a mask. *Liv did advertise on Facebook that the library was open by appointment.*

New Business

- The board voted to approve Lori Kangas-Olson's application for the library board.
- Liv spoke with Brianna about potentially paying all the library's future bills in order to ease the steps in the payment process.

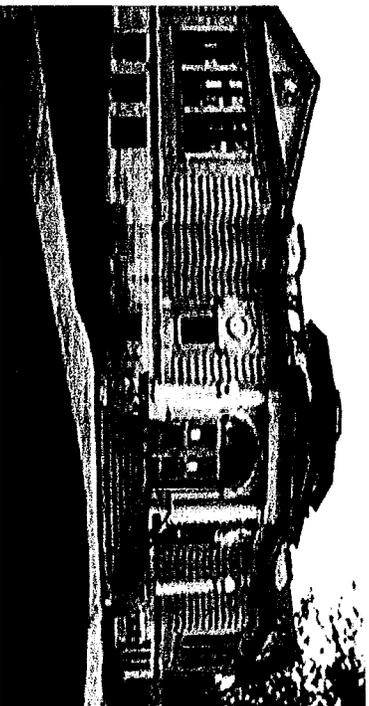
Upcoming Legacy Events

No Legacy events scheduled in person at this time.

Motion to adjourn at 4:54 PM by LaFond and seconded by Dezelske. The next meeting is scheduled for Thursday, March 11th, 2021.

Respectfully submitted by: Jennifer Inglebret

Coleraine Library Monthly Report



February 2021

Mission Statement

The Coleraine Carnegie Library is a community gathering place where children develop a love of reading, youth and adults expand their knowledge and enjoyment, and the public stays connected to our world-past, present and future.

Prepared for Board Meeting on February 11, 2021

January 2021 - Circulation & Attendance*

Circulation	Jan-20	Jan-21	% Chg
Adult	1,003	914	-8.9%
Adult (Year-to-Date)	1,003	914	-8.9%
Juvenile	2,857	774	-72.9%
Juvenile (Year-to-Date)	2,857	774	-72.9%
Media	417	115	-72.4%
Media (Year-to-Date)	417	115	-72.4%
Total circulation	4,277	1,803	-57.8%
Total Circulation YTD	4,277	1,803	-57.8%

	Jan-20	Jan-21	% Chg
Attendance	1,718	285	-83.4%
New Borrowers	5	1	-80.0%
New Books/Items	104	60	-42.3%
Computer Usage	145	5	-96.6%
Club Room Usage	75	20	-73.3%
Reference	241	183	-24.1%

Programming: NOTE The library was closed to the public throughout January due to the COVID-19 library pandemic. We had advertised no-contact curbside pick-up throughout December. We also allowed computer use by appointment in January and allowed a limited number of patrons to browse on a test basis. The basement was also used by Children's Mental Health.

Month	eBook	Audio	Magazines	Total
Jan	38	68	0	106
Feb				
Mar				
Apr				
May				
June				
July				
Aug				
Sept				
Oct				
Nov				
Dec				
Total	38	68	0	106

E-materials – 106 were checked out in January 2021 vs 127 in January 2020.

Library Account

February 2021

	<u>Amount</u>
First National Bank of Coleraine	
Balance on 12/31/2020	\$6,776.55
Deposits	
Interest 12/31/2020	\$1.59
Lost book replacement fee 1/15/2021	\$20.94
Total Deposits	\$22.53
Withdrawals	
Herald Review Annual Subscription 1/13/2021	-\$73.95
Reimbursement for basement rental 1/20/2021	-\$200.00
Total Withdrawals	-\$273.95
Balance on 1/31/2021	\$6,525.13

MPL	\$147.15
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Library Expenses

Petty Cash Account	
Cash On-Hand 12/31/2020	\$74.94
Disbursements	
Contact paper 1/13/2021	-\$12.00
Door hooks 1/15/2021	-\$10.68
Total Disbursements	-\$22.68
Total from below	\$24.00
Balance on 1/31/2021	\$76.26

Petty Cash Deposits	
Copies/printing	\$24.00
Total	\$24.00