

COMPASS Users Group

Arrowhead Library System

Wednesday, October 23, 2019

10:00 a.m.

Minutes

Libraries present: Nancy Maxwell/Virginia, Julie Billings/Silver Bay, Katie Sundstrom/Two Harbors, Su Dabbas/Gilbert, Liv Mostad-Jensen/Coleraine, Sue Sowers/Hoyt Lakes, Crystal Phillips/Cook, MaryEllen Higgins/Eveleth, Diane Adams/International Falls, Carla Powers/Duluth, Amanda St John/Grand Marais, Anna Amundson/Mountain Iron, Katie Christenson/Chisholm, Emily Ekstrand-Brummer/Hibbing, Will Richter/Grand Rapids

Libraries attending via Zoom Meeting: Beth Sorenson/Cloquet, Lisa Pennala/Babbitt, Paula Chapman/Aurora, Tyler Pulkkinen/Hibbing, Paula Fowler/Keewatin

ALS Staff present: Jim Weikum, Shari Fisher, Mollie Stanford, Chadd Niles

1. Welcome and introductions/What's happening at your library? Read any good books lately?

a. **Two Harbors:** Library is establishing its own fund and celebrating on November 12.

b. **International Falls:** Purchased a scanner for local newspaper collection, will hire a part-time employee to scan newspapers, newspapers will not be on the internet due to copyright issues.

c. **Mountain Iron:** Books: *The Women of the Copper Country* by Mary Doria Russell, *Deep River* by Karl Marlantes. DVD: *Country Music: A Film* by Ken Burns.

d. **Grand Rapids:** Teen space is complete, compliments to Mollie on the Legacy programs, call cataloger Michelle Johnson with cataloging questions or to schedule a visit.

e. **Coleraine:** Library is busy with after school activity, cupcake decorating program, loved Allen Eskens program and audio book narrator discussion.

f. **Hibbing:** No internet service this week, running Horizon on a laptop, installing new security cameras. Book: *Light It Up* by Kekla Magoon.

g. **Chisholm:** 60 third-graders visited the library, library participates in downtown business Halloween day, front steps are under construction.

h. **Chadd, ALS:** Aware of the internet problem in Hibbing.

i. **Babbitt:** Friends of the Library are hosting a \$5 bag book sale.

j. **Aurora:** Implementing strategic plan goal to enjoy reading, mystery golden ticket events, early literacy programs, Friends of the Library are purchasing toys.

k. **Eveleth:** Now that the library is fully staffed, MaryEllen can take vacation hours. Friends of the Library having \$5 bag book sale, spin racks purchased from Virginia Public Library, changing story time schedule.

l. **Hoyt Lakes:** Sue attended ARSL conference in Vermont, she will share her notes via email.

m. **Silver Bay:** Strategic plan is complete, three library board positions will be open on January 1, struggling with Zito Media who took over Lake Connections regarding public access channel. Upcoming programs: blind date with a book, Christmas tea, Astro Bob. Book: *This Tender Land* by William Kent Krueger.

n. **Gilbert:** New puzzles, water sensory toys and story discs for checkout, hosted bazaar with 30+ vendors, pumpkin decorating event.

o. **Duluth:** Community-wide early literacy initiative to improve reading readiness in Duluth, Library foundation is funding an early literacy library position.

p. **Mollie, ALS:** Working on two Kids Stuff programs, Bubble Guy and Science Museum, Summer Reading Kickoff is scheduled for February 7, the theme is Dig Deeper. The ALS book sale had over 50 visitors, 800 books sold and \$400 in donations. Book: *The Turn of the Key* by Ruth Ware.

q. **Virginia:** One part-time and two casual positions are open.

r. **Cook:** Crystal visited North Woods ECFE to promote WIC at CPL, One Book, One Community pick for 2020 is *Death on the Nile* by Agatha Christie, new ramp to library entrance was installed.

s. **Shari, ALS:** ALS receptionist Dena Johnson will be leaving her position this week, discarded books are available for libraries to take.

t. **Cloquet:** 7,000 ft addition in progress, construction story times, Wi-Fi provider is taking the tower away. Book: *Lab Girl* by Hope Jahren.

u. **Jim, ALS:** Jim was named to the Governor's Broadband Task Force, a 4-year term.

v. **Grand Marais:** Steve Harsin has resigned to take an outreach librarian position at SELCO, a reception for Steve will be held on November 12 at 12 pm, library is working on website accessibility.

2. Approval of COMPASS minutes for August 21, 2019 meeting. **D. Adams/K. Sundstrom, Motion Approved**

3. COMPASS and Technology Related Issues.

a. Questions or issues with Horizon functions.

i. **Automation Librarian Report:** New non-ALS BType, registration is open for SirsiDynix Online Connection Summit, BookMyne bug changing pickup location for hold items, online registration being tested through Enterprise.

b. Annual expired borrower record purge

i. Chris M. asked if the annual purge could be expanded to include expired borrowers with fines

(not including those with lost items or collection blocks). **D. Adams/K. Sundstrom, Motion Approved**

c. Temporary borrower cards: Update from ALS staff.

i. **Card design:** The temporary borrower card will look different and be printed on cardstock (design handout). Barcodes need to be discussed with Brian Minor. **Motion to accept temporary borrower card design, M. Higgins, A. St John, Motion Approved**

ii. **Concerns about discrimination:** Minnesota Department of Human Rights Discrimination in Public Service (handout). ALS stand is that no one should be discriminated against.

ii. **ALS recommendations:** Patron will need to sign the temporary card. All libraries should look at their borrower policy and update to include temporary borrowers.

d. **Balance of ALS materials budget for OverDrive:** annual budget divided equally each month. If anyone is interested in being a selector, contact ALS staff.

e. **Chilton's circulation data:** (handout) Usage has increased 19% since last year. January 1 is annual renewal date, will continue to evaluate usage in 2020.

5. "Round-robin" questions of the day?

a. Does your library conduct employee evaluations?

International Falls: Self-evaluation and evaluation.

Duluth: Self-evaluation and supervisor evaluation, union rules. Noted that nothing in evaluation should be a surprise.

Coleraine: Communication driven, employee questionnaire. Focus on long-range thinking.

Chisholm: Addresses problems in the moment, every day, not just once a year.

Hibbing: No evaluation.

Eveleth: Evaluations should be positive, not a gang-up session.

Mollie, ALS: Evaluations should discuss strengths and weaknesses, give guidance and reassurance, follow strategic plan and goals of the organization and document issues, tasks and difficulties.

b. Code of conduct signage?

Jim, ALS: Good idea to post in the library, example presented from Moorhead Public Library.

Eveleth: Posting helps staff.

c. Are your library's staff members of a union? Which union? What are your experiences in the workplace?

AFSCME—International Falls, Duluth, Chisholm, Hibbing, Virginia, Coleraine.

Grand Marais: Library assistant position wasn't part of the union until after job was filled. Department head is not union, part-time staff are union.

d. Safety for staff & patrons: policies, practices, advice?

Hibbing: Rowdy patrons, violent acts against patrons and library property, sex in the bathroom, trespassing, police are called on average once a week. Situations are overwhelming and uncomfortable for staff. New security system is being installed.

Duluth: Have policies, procedures and incident forms to document incidents. Security officer.

Grand Marais: School officer gives tools and information to library staff.

Chisholm: Relationship with school resource officer who helps during the school day and gives tips for dealing with kids.

Eveleth: Some patrons help by just being in the library, an intimidating presence.

6. Library Issues

a. **What's a "First Amendment Audit"?:** (Intellectual Freedom Blog handout) Library staff should be aware of a social media campaign that "audit" public spaces. Have policies in place that support you. (Photography and Videography handout)

b. **Strategic plans and planning:** ALS funded strategic planning in the past, many libraries have updated their plans, Blandin funds may be an option. If interested, let Jim know.

c. **What is an "engagement matrix"?:** Topic will be discussed at the next meeting.

d. **School outreach:** Mollie spoke at the professional development summit at Virginia High School. Participants had questions about teacher cards. In school areas without a public library, Mail-A-Book could serve these teachers.

e. **Legacy programming update:** Custom Leather Bracelets with Jen Anfinson (October), Good Vibrations for Winter Wellness with Christina Cotruvo (December), Recycle, Repurpose and Restyle with Mary Mulari (January).

f. **Library Trustee Workshop:** Contact Mollie if you are willing to host this event, open to all libraries, on December 16 or 17.

g. **House of Memories Dementia Awareness Workshop:** Today (October 23, 1-4 p.m.).

h. **ALS Governing Board:** Photo gallery of members outside the board room, two board members will be leaving at the end of the year.

7. Next meeting: December 4, 2019.

8. Katie S. adjourned, 12:15 p.m.