

**Red Wing Library Board of Trustees  
Workshop  
Red Wing Public Library – Foot Room  
April 9, 2025**

**Members Present:** Library Board President Natasha Yates; Board Members Bruce McBeath, Amanda Motschke, Marm Nihart, Catherine Friend, Jacqueline West, Joan Heineman, Ron Skjong, and Kim Emery

**Members Absent:** All members were in attendance

**Others Present:** Dan Brower, Library Director; Vicki Jo Lambert, Council Liaison

**1. Call to Order**

Library Board President Yates called the workshop to order at 6:00 p.m.

**2. Workshop Items**

**A. Policy Revisions.**

President Yates stated that Director Brower has provided suggested revisions to Library policies and requests review of the proposed changes. It was noted that formal actions relating to policy revisions will be considered during the May Library Board meeting.

**1. Library Programs.**

Director Brower commented that this policy has not been reviewed and amended since 1992. He reviewed proposed revisions to clean up the current language. He referenced a Statement of Concern document and suggested aligning the request for accommodations policy with the City of Red Wing policy. Access to the Statement of Concern, use of this information, data retention, and privacy considerations were discussed. A separate book challenge process was discussed.

Board Members expressed agreement with the proposed revisions.

**2. Exhibits and Displays.**

Director Brower referenced a 2002 version of this policy. He reviewed proposed additions and revisions to this policy. The distinction between an exhibit and a display was clarified. A former lighted display case for public use was discussed. An outdated floor plan was discussed, and Director Brower suggested removing this document from the policy. A display release form and the process of accepting displays or exhibits were discussed. Council Liaison Lambert provided the example of a traveling exhibition from HOPE Coalition. It was discussed that any reference to an updated floor plan document would be unnecessary.

Board Members expressed agreement with the proposed revisions.

### **3. Bulletin Board and Display Rack Guidelines.**

Director Brower stated that this policy was last approved by the Library Board in October of 2006. He provided rationale for proposed policy revisions. He referenced voting information and transit brochures. It was suggested to include policy-specific information and remove general or redundant information. It was noted that Southeast Technical College is now known as Minnesota State College Southeast. It was clarified that the Library does not endorse anything that is added to the display rack or bulletin board. The Statement of Concern was referenced.

Board Members expressed agreement with further discussion of the proposed revisions during the May Library Board meeting.

### **4. Library Data Privacy.**

Director Brower reviewed proposed changes to this policy, including the replacement of staff names with staff titles. He commented that most libraries are very protective of their data.

Board Members expressed agreement with the proposed revisions.

### **5. Patron Data Privacy.**

Director Brower commented that this policy references statutes and contains legal language. He reviewed proposed revisions, including the correction of a significant typographical error. Patron verification procedures were discussed. Data protections, data breaches, and insurance coverage were discussed. Data privacy withholding request policies and procedures were reviewed. It was noted that minors may apply for library cards beginning at age 14. Computer search data was discussed. School library card data was discussed. Director Brower noted that Red Wing students will need RWPL cards to access materials and resources after the ILS migration. It was suggested to post information in the library relating to student data privacy using age-appropriate language. Issues involving the phrase "in the best interest of the minor" was discussed. Director Brower indicated that he will conduct additional research in this regard. It was suggested to add language relating to persons judged to be incompetent and/or or replace "minor" with the "subject of the data."

Director Brower suggested combining the Library Data Policy and the Patron Data Policy.

Board Members expressed agreement with further discussion of policy revisions during the May meeting.

### **6. Use of Security Cameras.**

Director Brower stated that the original policy needed extensive revision. He reviewed the proposed policy language. System access was discussed.

Board Members expressed agreement with the proposed policy revisions.

#### **7. Donations and Memorials / Red Wing Memorial Fund.**

Director Brower proposed that the two current policies be combined into one policy. Suggestions were offered relating to policy language pertaining to memorials and donations. The annual distribution of perpetual funds that have been sent to the St. Paul & Minnesota Foundation was discussed. The potential to create a separate provisional fund for the RWPL initiatives was discussed.

It was suggested to develop a policy that will allow the RWPL to have more control over its reserves. Director Brower provided additional background information relating to investment funds. It was clarified that RWPL funds cannot be accessed by the City without the permission of the Library Board of Trustees. Interest revenue was discussed. It was noted that annual distributions from the perpetual fund are used to offset the City's contribution toward the Library budget.

It was suggested to increase the amount that may be retained by the RWPL toward projects from a memorial donation (currently not to exceed \$50,000), with the remainder forwarded to the St. Paul & Minnesota Foundation perpetual fund. Director Brower commented regarding public perceptions relating to the Memorial Fund. It was suggested to research best practices used by other communities. It was noted that \$50,000 in 2001 is now equal to \$90,000 in today's dollars.

Board Members expressed agreement with further discussion of this policy during the May Library Board meeting.

#### **B. Bequest for Innovative Library Services.**

President Yates referenced discussion of the bequest and potential uses of the funds during the March Library Board meeting. Some of the items included on the innovative ideas list were discussed, including telescopes. Director Brower provided additional information.

It was noted that \$150,000 would be available toward innovative materials and nontraditional library services. Material storage and maintenance considerations were discussed. Potential program funding was discussed. The anticipated timeframe to develop a plan to present to the estate was discussed.

It was suggested to form a committee to conduct research and develop a proposal. Several Board Members volunteered to serve on the committee. It was suggested to involve Library staff members in the discussion.

Council Liaison Lambert commented that the innovative materials and services should be beneficial to the community.

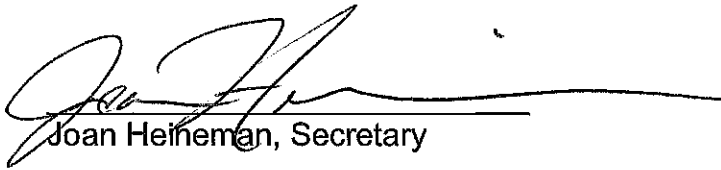
Director Brower further discussed a potential audio booth.

**3. Adjournment**

Director Brower referenced action items and discussion items that will be added to the May Library Board meeting agenda.

The workshop adjourned at 7:37 p.m.

ATTEST:



Joan Heiheman, Secretary