

**MINUTES**

ROLL CALL: Fern Kaufman, Diane Leja, Martha Muellenberg, Gabrielle Strouse, Greg Redlin, Kelsey Collier-Wise.

OTHERS PRESENT: Daniel Burniston

On a motion by Leja, seconded by Muellenberg, the minutes of the November 17, 2016 meeting were approved. All present voted aye.

The reports of the director were reviewed and discussed.

On a motion by Redlin, seconded by Collier-Wise, the December proposed expenditures were approved. All present voted aye.

**REPORTS:**

**Foundation** – The Library Director reported the technology updates approved by the Library Foundation are moving forward. The Network rack connections will be worked on next week; the wireless network upgrade will follow. Two new computers have been ordered for the Tech Center and six for the Youth Room.

**Friends** – The book sale held on Dec 2<sup>nd</sup> and 3<sup>rd</sup> raised \$627.50, and the art auction held at the Christmas Open House raised over \$800.

**Cash register** – the base amount of cash kept in the register is being increased from \$40 to \$75 to help avoid shortages in change. Since removing the ten free pages of printing offered in the past we have seen an increased need to make change.

**OLD BUSINESS:**

A first draft of the proposed coversheet the library would add to the City's Personnel Manual & Employee Policy Handbook was shared with Board members to review.

The Board discussed options regarding how to move forward with the updated 2017 personnel budget proposal that was previously presented to the Library Board and City Council. On a motion by Muellenberg, seconded by Strouse, a request will be made that recommends the City Council accept the updated 2017 personnel budget proposal. Motion carried 5 to 0, Collier-Wise abstained.

The Library Director reported that the completed Accreditation application to the State Library for the South Dakota Public Library Standards was completed and submitted.

**NEW BUSINESS:**

The end of year expenditure process was explained as three of the board members have not been through it before.

The library roof leaked on November 22<sup>nd</sup> in the lobby area between the two sliding doors on the parking lot side of the building. City staff helped stop the leak and repaired the damage. Two patches were applied to the roof to prevent further problems at an estimated cost of \$500.

A proposal was received from Johnson controls for the installation of a frequency drive to the HVAC unit for the Kozak room which will regulate the speed of the unit. The result should be improved temperature and humidity control, reduced wear on the equipment and enhanced energy savings.

On a motion by Collier-Wise, seconded by Redlin, it was approved to make Fern Kaufmann, Diane Leja and Daniel Burniston authorized on the library's bank accounts effective November 17<sup>th</sup>, 2016. All present voted aye.

On a motion by Leja, seconded by Redlin, the merit step increase for Wendy Nilson was approved. All present voted aye.

The next meeting will be January 19<sup>th</sup>, 2016 at 12:00pm in the Small Conference Room.

On a motion by Leja, seconded by Redlin, the meeting was adjourned at 8:25 pm.

Respectfully submitted,

Daniel Burniston  
Library Director