

MINUTES

ROLL CALL: Fern Kaufman, Diane Leja, Martha Muellenberg, Greg Redlin (left 1:01), Kelsey Collier-Wise (left 12:58), Gabrielle Strouse

OTHERS PRESENT: Daniel Burniston,

On a motion by Collier-Wise, seconded by Redlin, the minutes of the July 20, 2017 meeting were approved. All present voted aye.

The reports of the director were reviewed and discussed.

On a motion by Leja, seconded by Collier-Wise, the July & August proposed expenditures were approved. All present voted aye.

REPORTS:

Foundation – The Foundation’s Annual meeting is being planned for the end of October or beginning of November, date yet to be finalized. The Foundation will review proposals for the next round of technology updates and projects. Foundation President Darla’s Tassler is planning on attending the October or November Library Board meeting to provide an update and discuss ideas regarding further collaboration. Steve Waller, Foundation Treasurer, plans on talking with Greg Redlin in regards to Foundation Finances updates.

Friends – After the July and August book sale break, the Friends reported their best month ever for sales in September raising \$750. The Friends have been working hard sorting and organizing materials in the basement, and making use of the new storage shelving. Many items were put out for free during Ribs, Rods and Rock N’ Roll, these were items that had not sold for an extended time and were not wanted by Better World Books.

OLD BUSINESS:

Testing of the AT&T mobile hotspots vs. the current Verizon ones resulted in the conclusion that the AT&T ones better meet our needs. The truly unlimited data all month long, without any slowdowns or throttling, provided by AT&T was the deciding factor. After several discussions with our Verizon sales representative, they were not willing to offer a competitive option. Three additional AT&T hotspots were tested, for a new total of four, with no issues reported. At the end of the billing cycle the Verizon Hotpots will be deactivated, at no charge per the agreement, and we will switch over exclusively to AT&T ones for now.

NEW BUSINESS:

Holiday closures for the upcoming holiday season were discussed.

On a motion by Leja, seconded by Muellenberg, closing on Saturday November 11th in observance of Veterans Day, and Sunday December 24th for Christmas Eve was approved. All present voted aye.

On a motion by Redlin, seconded by Leja, closing on Sunday October 8th, the day before Native American Day, was approved. All present voted aye.

The Library has offered a fine forgiveness amnesty program for the last few years during December, where patrons can reduce or eliminate fines in exchange for specific items. A designated community need and organization has been selected each year such as canned foods or personal care items. The library forgives fines of \$15 or less in exchange for donated items to be given to a community organization. Fees for lost and damaged items are not included in the amnesty.

On a motion by Leja, second by Redlin, making the fine forgiveness amnesty program a standing program each December was approved, with the organization that will benefit to be decided on a yearly basis. All present voted aye.

A discussion was held regarding the benefits of accepting card payments at the Library in addition to cash and checks. On a motion by Redlin, seconded by Collier-Wise, the purchase of a recommended updated cash registered and card reading equipment from the fines & gifts account was approved. All present voted aye.

A quote from Book Systems for the addition of the Atrium self-check module and equipment was discussed. Purchase of this add on would require an initial purchase of the equipment and module, after which the fee would be a \$200 per year increase to our Library System Service/Subscription fee. On a motion by Redlin, seconded by Collier-Wise, the initial purchase of the self-check module and equipment from the fines & gifts account was approved. All present vote aye.

An updated Circulation policy was reviewed and discussed. The only change was an update to reflect the new address verification procedure prior to issuing a Library Card. On a motion by Leja, seconded by Collier-Wise, the updated Circulation policy was approved. All present vote aye.

A new standalone Interlibrary Loan policy was reviewed and discussed. The purpose of the policy was to provide documentation as to what can and cannot be obtained via Interlibrary Loan. This standalone policy will provide a document that can be posted to the website and referred to by patrons and staff. The document reflects current policy and procedure, no changes are being made to the Interlibrary Loan Service currently being offered. On a motion by Redlin, seconded by Leja, the new Interlibrary Loan Policy was approved. All present voted aye.

A new Book Club policy was reviewed and discussed. The purpose of the policy is to have a document detailing the process for registering book clubs, the process for requesting new and current book bags, and to identify the criteria for book bag eligibility. On a motion Leja, seconded by Muellenberg, the new Book Club Policy was approved. All present voted aye.

The Library Director noted that the South Dakota State Library Public Library Standards for the voluntary certification at the exemplary level require that "61. The library's Board of Trustees ensures that an annual performance evaluation of the library director is conducted." The possible format of this review was discussed, and the board asked that the director bring some examples to the next meeting for further discussion.

The next meeting will be October 19th, 2017 at 12:00pm.

On a motion by Strouse, seconded by Leja, the meeting was adjourned at 1:10 pm.

Respectfully submitted,

Daniel Burniston
Library Director