

MINUTES

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

OTHERS PRESENT: Daniel Burniston

On a motion by Collier-Wise, seconded by Muellenberg, the minutes of the March 16, 2018 meeting were approved. All present voted aye.

On a motion by Collier-Wise, seconded by Leja, the reports of the Director were accepted. All present voted aye.

On a motion by Leja, seconded by Collier-Wise, the March expenditures were approved. All present voted aye.

REPORTS:

Foundation – No new updates at this time. The Library Foundation has been working on reviewing their donor list to verify it has a complete list of all the names of people who donated towards the building renovation project.

Friends – The April Edie’s used book sale had over 150 shoppers and raised \$652.00. Friends President Anne Dunham reported that supplemental donations to the summer reading program included with Friends membership renewals have been going extremely well. These have included both small donations up to large ones. Of note, was a \$350 donation from Sue Christensen and a \$500 donation from Vikki Fix and Dean Spader.

OLD BUSINESS:

The Library Director reported on final preparations for the Human Library Event scheduled for April 28th from 9am – 12pm. The Library Director encouraged board members to please promote the event to any one they think might be interested. The event has ten volunteer books signed up. There will be a reception table in the main entrance area to greet participants. Books will be seated over by the fireplace. Rachelle from the library staff and Heath from the University Libraries staff will be present. Volunteers from the Friends will walk participants over to the fireplace area to the book they are checking out and assist with the event. A white board will be at the reception desk with a checked in and checked out column so people can see who is available. Friends will be providing the volunteers snacks and a break area in the small conference room.

NEW BUSINESS:

On a motion by Collier-Wise, seconded by Leja, an updated circulation policy was approved. All present vote aye. Revisions included adding information on mobile hotspots, removing art prints, updating book limits to reflect per card rather than per household, updating the DVD checkout limit from three to five. Clarifying language was added regarding replacement fees for lost items. All changes were updates to reflect recent and already in place services/policies, there was nothing new added, nor any changes that were not already in place.

The Library Director reminded board members that board member terms are three years in length and the pattern is for them two expire in a 2-member, 2-member, 1-member format. This year’s term to expire is Fern Kaufmann’s. Fern has served three consecutive terms and per the revisions made to the bylaws in November 2016, Fern needs to take a 1-year break before she can serve another term. The Library Director and board members thanked Fern for her service on the board as a member and president. The City has posted a notice asking for applicants to fill the new term that will expire in 2021. Expression of interest forms are available on the City website and at City Hall. Completed forms are due to the

City Manager's office by noon on Wednesday, May 2nd, 2018. The City Council will make an appointment at their May 7th, 2018 Meeting.

The library director noted that as per the bylaws, officers of the board are elected on an annual basis from among the trustees at the annual May meeting. In May, a vote will need to be held to elect the President and Vice President for the next year. As Fern will no longer be on the board a new president will be needed. Board members discussed options for the new board president. This item will appear on the agenda again in May for the election of officers to take place.

As we come to the end of the current school year the Library Director provided an update on the ongoing unsupervised children challenges, and challenges with the number of children in the library afterschool. The Core challenges were identified as:

- i. Some parents using the library as an alternative to childcare services. It is not part of our mission to provide this service for multiple unattended children. The library is not staffed, set up or equipped to deal with multiple younger unattended children.
- ii. There is insufficient staffing to be able to watch/be everywhere at once.
- iii. The library does not have the ability to put on multiple programs tailored to every age group due to the size of the facility, set up of the facility and staffing.
- iv. There is often too much energy and restlessness. Older children 4th-7th Grades are using the library as a hang out.
- v. Too many children at the library that have no intention of using library services or participating in library programs.
- vi. There are often simply too many kids in one space.
- vii. There are generally too broad of a range of age groups in the same place (Youth Room or Children's Area)
- viii. Too many younger unattended kids going outside and wondering around the library. We attempt to keep younger unattended kids in the afterschool programs with limited success.
- ix. Some community parents are not letting their children come due to concerns about the chaos and environment, especially in the Youth Room.
- x. Regular instances of bad/offensive language, running, chasing, rough housing, coming in and out of the library, generally being disruptive.
- xi. Some instances of conflict from fights and bullying.
- xii. The Library attempted to combat these problem with limited success via measures such as the new Code of Conduct, regular monitoring and walk throughs, strict enforcement of rules, adjustments to computer session time limits, restricting installation of games on computers, blocking of particular games, issuing of multiple library suspensions ranging from one day up to two weeks. Library staff, and in particular the Library Director, has talked with parents of children we've had concerns/issues with.
- xiii. There has been a lot of added stress and low moral for staff, especially in the 3.30-9pm week day period. Staff are spending a considerable time monitoring child behavior.
- xiv. Safety concerns on multiple fronts – children leaving the building, going down the slope behind the library, tripping, potential to run into or knock over adults, bullying. Irresponsible behavior increases as numbers of children in and outside the building increases.

Causes of the problems can be identified to include the new more spacious facility, extent of open hours, increased programming (5 days a week afterschool), limited other options (especially in winter), proximity to multiple schools, and the bus service to the library.

Possible solutions could include some combination of stopping the bus service either completely or just for the younger kids from Austin School, adding a part time Teen Librarian, providing other activities elsewhere in community, revising the unsupervised children's age upwards.

Library Board Member and City Council Representative Collier-Wise reported on a meeting she is organizing in May to start talking about this issue with the hope of having something in place by the fall. Participants invited include representatives from the School District, afterschool programs, City Manager, Parks & Rec Director, School Resource Officer and representatives from other interested community organizations and groups.

The Library Director reported that the South Dakota State Library has purchased/renewed a statewide membership with [United for Libraries](#) for all South Dakota public libraries. United for Libraries is a division of the American Library Association that supports Library Boards, Friends Groups and Library Foundations with a variety of resources. Short Takes for Trustees and the Trustee academy are particularly useful. These services assist board member with obtaining voluntary accreditation hours. Board members can let the Library Director know about any course/webinar they participate in so the accreditation hours can be tracked.

The next meeting will be Thursday, May 17th, 2018 at 12:00 pm.

On a motion by Collier-Wise, seconded by Leja, the meeting was adjourned at 12:26 pm.

Respectfully submitted,

Daniel Burniston
Library Director