

DRAFT MINUTES

ROLL CALL: Diane Leja, Martha Muellenberg (left at 12:55), Greg Redlin, Katy Beem

ABSENT: Kelsey Collier-Wise, Gabrielle Strouse

OTHERS PRESENT: Daniel Burniston

On a motion by Redlin, seconded by Muellenberg, the minutes of the May 17, 2018 meeting were approved. All present voted aye.

On a motion by Redlin, seconded by Beem, the agenda was approved. All present voted aye.

There were no visitors present to be heard.

On a motion by Muellenberg, seconded by Redlin, the reports of the director were accepted. All present voted aye.

On a motion by Redlin, seconded by Beem, the May expenditures were approved. All present voted aye.

REPORTS:

Foundation – The purchase of four new barcode scanners and two new receipt printers was completed. These were approved as part of the 2018 Foundation Technology upgrades. The older scanners were a much cheaper version that often had trouble reading barcodes. The older receipt printers were having compatibility issues with our current ILS and PC Reservation Software. We were able to make the purchase as part of the vendors summer sale coming in at \$1747.00, a little less than the \$2,000 we had estimated.

Friends – The Friends made their annual donation to the Summer Reading Program with \$2,000 from funds raised from book sales, and another \$1,245 from memberships and donations, for a total of \$3,245. These funds will support our weekly performers during the summer, our summer Tuesday afternoon movie series, and programming supplies.

The June book sale raised a total of \$672.30. There will be no July or August book sale as the Friends take a summer break, book sales will resume in September.

The Friends have agreed to support the purchase of materials to address the flower beds at the front of the library. They are in need of new liners to help prevent weeds, and rocks are being added as a longer term, lower maintenance option. Parks & Rec staff are completing the work as time and weather permits.

OLD BUSINESS:

There was no old business at this time.

NEW BUSINESS:

The Library Director provided a Spring facility update regarding build maintenance:

- a. The lawn sprinklers installed about five years ago needed repairs. The water main pipe split over the winter, the water department was able to repair it for us. The connection has been changed so the

- problem portion can be disconnected, capped and stored indoors for the winter. The sprinkler vacuum breaker and several sprinkler nozzles needed replaced for a total of \$189.00.
- b. The inside set of sliding doors malfunctioned and would not open correctly during May. Heartland Glass come out, who installed them, and made repairs to the locking mechanism. We have not yet received the bill.
 - c. The City Street department removed the rear flower bed from behind the library. This had not been used or maintained for some time and was right up against the building wall. We were concerned about weeds/roots getting into the foundation. The space was leveled and grass seed put down.
 - d. The girl scouts weeded the front flower bed to the side of the parking lot entrance. They then planted some new flowers. The library purchased the plants, the Girl Scouts completed the work as part of one of their gardening badges.
 - e. The chiller supply line leaked and Johnson Controls indicated that they couldn't repair it. We had Johnsen Heating & Cooling come and made the repairs.
 - f. We've opted to not renew our Planned Service Agreement for the Heating & Cooling and building controls with Johnson Controls. After speaking with other city departments, we concluded that the service was not cost effective. The cost would be getting up to over \$10,000 a year by the end of a new five-year agreement. We plan to have Johnsen Heating & Cooling come and provide seasonal maintenance in the Spring and Fall. We will call for service as needed at other times.

The Library Director provide an update regarding Library Board continuing education hours as part of the public library accreditation requirements via the South Dakota State Library's voluntary program. For the 2017-2019 period the Library Board CE hour requirements are 45 hours collectively, no one board member can obtain all 45 hours, a maximum of 15 hours can be obtained online. The board currently has 43.25 hours. All except one hour is from conferences attended by Gabrielle.

The Library Director reviewed the 2019 budget process and the first draft of the 2019 Proposed budget for the City. The Library Director answered board members questions regarding the proposed budget and the process. A one-page summary of the proposed changes for 2019 was requested by board members, which the library director will provide via email after the meeting. The Library Director will be meeting with the City Manager and City Finance Officer in the next few weeks to go over the request with them, and answer any questions they have. The board discussed ideas for reviewing the budget earlier in the year in 2019, with the possibility of a committee or meeting earlier in the year to consider any requests/changes.

We should be receiving the \$5,000 grant from Navigant as part of their Community Service program this year at the end of the month. The funds are designated for Youth Services and there will be a photo opportunity with an oversized check and a public announcement this month.

The Library Director provided board members with a copy of the current five-year plan that expires at the end of this year. Also provided were some guidelines for strategic planning from the South Dakota State Library and a copy of samples from Yankton and Brookings libraries for comparison.

The next meeting is scheduled for Thursday, July 19th, 2018 at 12:00 pm.

On a motion by Beem, seconded by Redlin, the meeting was adjourned at 12:03 pm.

Respectfully submitted,

Daniel Burniston
Library Director