

MINUTES

ROLL CALL: Diane Leja, Greg Redlin, Gabrielle Strouse, Martha Muellenberg

ABSENT: Katy Beem, Kelsey Collier-Wise

OTHERS PRESENT: Daniel Burniston

On a motion by Redlin, seconded by Strouse, the minutes of the September 20, 2018 meeting were approved. All present voted aye.

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

There were no visitors present to be heard.

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

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

REPORTS:

Foundation – The Library Foundation supported the purchase of a new server and back-up battery, network switch, 2 laptops, 2 Chromebooks, 2 iPads and 10 Android tablets. These items were part of the 2018 technology plan with the Library Foundation. The Library Director reported that staff are working with Erickson Solutions to migrate everything to the new server. The devices are being prepared for in library use and a technology lending agreement being created.

Friends – Edie’s Book Store monthly sale was moved back one week so as not to clash with Dakota Days. The Friends still reported a busy sale and lots of happy shoppers a week later; a total of \$620.50 was raised for the Friends.

Staff Training – The Library Director reported that a staff training morning has been scheduled for Monday, December 17th. Carl Gutzman from the USD Human Resources office will be coming to do a team building activity related to the Myers Briggs test and understanding how different personalities interact and communicate. As previously approved by the Library Board, the Library will close that morning from 8am-12pm. The closure has been noted on our calendar and will be shared with patrons via the library’s website, social media and physical signage in advance of the day.

Library Director Annual Review/Evaluation – The Library Director reported that it was time again to start thinking about the Library Director’s annual review. The Library Director shared copies of the review template that was approved and used last year. Library Board members confirmed that using the same format again this year was acceptable. Paper copies of the review form were distributed to all present board members and will be emailed to those absent. Library Board members were asked to come to the November meeting with the completed form and their input to be discussed and compiled into one form.

OLD BUSINESS:

The Library Director provided Library Board members with a one-page summary of goals from the current strategic plan and some suggested revisions and updates for the new plan. The Library Board reviewed and discussed the goals, providing input and suggestions. To break down the process into manageable portions, missions and objectives will be discussed at future meetings. The information will then be used to compile a draft of a new strategic plan to be reviewed and approved at a future meeting.

The Library Director reported that as approved at the last meeting, the process had begun to open two new checking accounts with First Bank & Trust in Vermillion. The Library Director provided the paperwork for the authorized signors, president, vice-president, and director to sign to complete opening the accounts. One checking account will be the new main checking account for the library. The second will be linked to the Library Square Reader to receive deposits from electronic payments. The balances for the accounts was discussed to include: a \$500 starting balance for the EFT checking account with revenue to be moved into the main checking account at the end of each month, a \$7,500 max balance for the main checking account with any excess to be moved over to the savings account at the end of each month. The library board discussed the option to obtain debit cards for the account. The Library Director proposed obtaining one single debit card to be stored in the Library Directors office. Use of the debit card would be restricted to library board approved expenses, already budgeted expenses and transactions where a check could not practically be used. On a motion by Muellenberg, seconded by Redlin, the decision was made to proceed with the proposed set up and transition of accounts from Bank of the West to First Bank and Trust. All present voted aye.

The Library Board reviewed and discussed the updated meeting room policy draft. On a motion by Redlin, seconded by Muellenberg, the revised Meeting Room Policy was approved with the following changes:

- Addition of language to the effect of a request for 1 weeks' notice when afterhours reservation requests are being made
- 2 business day response time for afterhours meeting requests
- Notice that requests made on short notice (less than one week) may be more difficult to accommodate

All present voted aye.

NEW BUSINESS:

The Library Director shared information on a November 15th webinar from the South Dakota State Library regarding updating their strategic plan. The Library Director noted that Library Board members who signed up and participated would receive CE credit that can be used toward hours need for accreditation. It was also requested that the Library Director share the information on the Trustee Academy videos that can also be used for the same purpose. The Library Director will share this information again via email after the meeting.

The Library Director reported that several library staff members and board member Martha Muellenberg and her children participated in the Library Dakota Days parade entry. Candy and bookmarks were distributed by walkers alongside a red City truck with library banners on either side. The Library Director reported a positive reception with cheers and waves for the library at multiple stages by multiple observers.

The Library Director reported that on November 29th from 6:45pm until 8:00pm the library will hold its annual open house after the Stand Still Parade of Lights. The structure will be like last year with music, photos with Santa, a Christmas ornament craft, Christmas movie and hot chocolate and cookies. The Library Director encouraged available board members to participate as the library would be looking for volunteers to help.

The next meeting is scheduled for Thursday, November 15th, 2018 at 12pm.

On a motion by Redlin, seconded by Strouse, the meeting was adjourned at 1:08 pm.

Respectfully submitted,

Daniel Burniston
Library Director