

DRAFT MINUTES

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

ABSENT: None

OTHERS PRESENT: Daniel Burniston

On a motion by Collier-Wise, seconded by Redlin, the minutes of the November 15, 2018 meeting were approved. All present voted aye.

On a motion by Collier-Wise, seconded by Redlin, the agenda was approved with one revision to add item "Pay scales 2019 and minimum wage adjustment" under new business. 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 Collier-Wise, seconded by Muellenberg, the November expenditures were approved. All present voted aye.

REPORTS:

Library Open House – This Library Director reported that the Open House event on November 29th went very well with an estimated attendance of 328 people. The Vermillion Children’s Choir lead by Mrs. Burbach performed a wonderful selection of songs. Positive feedback was received from community members who attended the event. A couple of patrons did express their preference for the Friday night that the event use to be held on. Their concerns were regarding families with younger children for who Friday evening might be a better night. The Library Director thanked the patrons for their input and let them know the main reason for the change was to continue to follow the VCDC Stand Still Parade event which they chose to change from Fridays to Thursdays in 2017. The Library Director thanked those board members who were able to attend the event.

Foundation –The Library Director will be working on the 2019 technology and updates proposal for the Library Foundation.

Friends – The Friends of the Library reported December book sales in the high \$400s. This was the last used book sale of 2018. The Friends are planning a clearance box sale in January 2019 to clear out older items.

OLD BUSINESS:

The Library Director shared an initial draft of the new library strategic plan based on the feedback received during previous months. The proposal is to discuss/finalize the draft at the next meeting. The draft plan will also be shared with library staff for their input.

NEW BUSINESS:

The Library Director reported that Library Clerk Sophia Wermers and Circulation Supervisor Jeff Engeman are eligible this year for the biennial 2% step increase. This increase is budgeted for and is dependent upon a performance evaluation by the Library Director and Library Board approval. The Library Director reported that the performance evaluations were

completed, and recommended approval of the step increase based on their performance during the review period. On a motion by Redlin, seconded by Strouse, the step increases for Library Clerk Sophia Wermers and Circulation Supervisor Jeff Engeman were approved. All present voted aye.

The proposed 2019 holiday and closing schedule was reviewed. On a motion by Collier-Wise, seconded by Beem, the 2019 holiday and closing schedule was approved. All present vote aye.

The 2019 proposed pay scale and minimum wage adjustment was discussed. On a motion by Collier-Wise, seconded by Redlin, the 2019 pay scale was approved. All present vote aye.

The Library Director reviewed the City Capital Improvement Plan and the process with board members. For this year's plan the proposal is to include replacement of the library's current lights for LED equivalents where possible. Based on a study completed of the benefits of the change it is estimated to save approximately \$3,461.03 per year and to pay for itself in about 4.5 years. The project is recommended from both a cost saving standpoint as well as an environmental one with LEDs using less power, generating less heat, being easier to replace and needing replacement less often. The Library Director is also investigating the possibility of modifying the fire escape in the Kozak Room to be used as an entrance/exit for afterhours room reservations. The Library Director shared a list of possible future projects and asked for any feedback, additions or input on possible ideas for inclusion on the 2019 or future years' plans.

The Library Director provided copies of the Library Director's Annual Evaluation form to Library Board members. On a motion by Collier-Wise, seconded by Redlin, the Library Board entered executive session pursuant to SDCL 1-25-2(3) for personnel reasons. All present voted aye. The Library Director left the room.

At 1:21pm Diane Leja declared the board out of executive session. The Library Director returned to the room. The Library Director's annual performance evaluation was discussed with the Library Director. On a motion by Redlin, seconded by Collier-Wise, the Library Director's annual review and step increase were approved. All present voted aye.

The next meeting is scheduled for Thursday, January 17th, 2018 at 12:30pm.

On a motion by Muellenberg, seconded by Collier-Wise, the meeting was adjourned at 1:38 pm.

Respectfully submitted,

Daniel Burniston
Library Director