

**DRAFT MINUTES**

ROLL CALL: Kelsey Collier-Wise, Greg Redlin, Gabrielle Strouse, Katy Beem

ABSENT: Diane Leja, Martha Muellenberg

OTHERS PRESENT: Daniel Burniston

On a motion by Redlin, seconded by Beem, the minutes of the February 22<sup>nd</sup> and March 22<sup>nd</sup>, 2019 meetings were approved. All present voted aye.

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

There were no visitors present to be heard.

On a motion by Redlin, seconded by Strouse, the reports of the director were accepted with an adjustment updating the totals reported in the EFT payments summary. All present voted aye.

On a motion by Redlin, seconded by Strouse, the February & March expenditures were approved. All present voted aye.

**REPORTS:**

**Foundation** – The Library Foundation held their annual meeting on April 9<sup>th</sup>, 2019. Officers elected for 2019 were Darla Tassler President, Shirley Huber Vice-President and Steve Waller Treasurer. The Foundation Reported a current balance of \$113,179.56. The Foundation is planning a meeting with Edward Jones to discuss setting up an endowment to ensure future income for the Foundation after the Siegrist and Anderson Funds have paid out. The endowment is planned to be open, so funds can be added or withdrawn at any time. The plan is to start with an initial balance and then add future checks from the Siegrist Fund. The Foundation approved purchases on the 2019 wish list including the purchase of replacement PCs, conference room projector equipment and commercial coffee maker. Training table purchase for the small conference room is also remaining on the pending project list.

**Friends** – The Friends reported a fantastic used book sale for April with \$862.30 raised. The Library Director reported the Friends supported the purchase of the new fish tank, stand and accessories for the library. A lot of positive feedback has been received. The Friends are sponsoring the \$350 fee for the 4/22 Earth Day movie Happy Feet at Vermillion Theaters. The Friends continued their support of the Friday morning coffee program in March by paying the bill for The Bean coffee that is provided. The Library Director noted that, as in past years, there will be no used book sales in July and August. The Friends usually take a break these months due to more limited numbers of volunteers, but also to sort through and organize accumulated materials and remove materials that have not sold for some time. The used book sale will resume in the fall as normal.

**OLD BUSINESS:**

The Library Director noted that the Library Board annually prepares and submits a budget request to the City Council. In 2018 the board requested that initial discussion begin earlier in the year. The City of Vermillion annual budget request process traditionally begins about the end of May. Department heads receive a Personnel Worksheet and Budget Document to fill out and return to the City Manager's Office during the first part of June. In late June or early July, the City Manager normally meets with department heads to discuss their budget requests. In August the City Budget proposal is presented to the City Council.

The Library Director noted that there were no known or anticipated major changes to operating expenses coming up in the next year, beyond normal annual inflationary/subscription increases. The Director noted that some minor adjustments may be proposed based on 2017 and 2018 costs and annual fee increases. Discussion followed regarding the Program Aide position and the possibility of evolving this position to meet the growing programming and Youth Service's needs. Library Board members wanted to investigate this option in more detail and requested additional information for further discussion.

#### **NEW BUSINESS:**

**Bylaws Revision Proposal** – The Library Director presented information regarding a possible revision to the bylaws based on queries from board members. The Library Board discussed a draft of new wording in the bylaws that would allow for a quorum with three members rather than four. Action would need to be approved by a majority of the voting members. Language was also added to clarify that the chairperson can vote, move and second a proposal/action. No further revisions to the draft were requested at this time. A vote on the draft was tabled until a later date due to two board members being absent.

**Library Term Expirations and Election of Officers** - The Library Director reminded Board Members that the May meeting is considered the Board's Annual Meeting. Two members' terms will be expiring, and new officers will need to be elected for the next year. Board Member Martha Muellenberg is stepping down when her term expires in May. Gabrielle Strouse is interested in serving a second term and will be completing an expression of interest form for consideration by the City Council and Mayor.

**Purchase Proposal Picnic Benches** - The Library Director presented a proposal to use funds from the 101-45500-3900 capital expenses line for the purchase of picnic benches for the rear of the library. The Library Director noted that the Library Foundation is supporting the purchase of four replacement public access computers and two staff computers that would normally come from this budget line. The proposal is for recycled plastic picnic benches that are durable, heavy, low maintenance, can be left outside all year round, don't fade, are ecofriendly, graffiti resistant, easy to clean and do not require painting. The Library Director noted that during good weather months the space behind the library gets used by staff and patrons. Activities include adult and children's programming and using library materials. Additional seating may also help alleviate potential congestion in the youth room and children's area on busy days. On a motion by Redlin, seconded by Beem, the purchase of picnic tables was approved. All present voted aye.

**April Workshop for Library Director's & Trustees** – The Library Director shared information on a 60-minute online workshop that the South Dakota State Library is encouraging Directors and Trustees to watch. The title is "Equity, Diversity, Inclusion: What Library Trustees Need to Know." Two sessions are being offered on Tuesday April 30<sup>th</sup>, a recording will also be made available. The Library Director is registered to watch the 3pm session at the Library and invited any interested and available board members to watch at the library.

The next meeting is scheduled for Thursday, May 16th, 2019 at 12.00pm.

On a motion by Redlin, seconded by Beem, the meeting was adjourned at 12:01pm.

Respectfully submitted,

Daniel Burniston  
Library Director