

**DRAFT MINUTES**

ROLL CALL: Diane Leja, Gabrielle Strouse, Greg Redlin, Kelsey Collier-Wise (arrived 12.13pm)

ABSENT: Katy Beem, Eric Young

OTHERS PRESENT: Daniel Burniston

On a motion by Redlin, seconded by Strouse, the minutes of the May 16, 2019 meeting 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. All present voted aye.

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

**REPORTS:**

**Foundation** – With the approval of the 2019 wish/technology list we will be working on installing the approved purchases during the remainder of this year.

**Friends** –The June Edie’s Used Book Sale was the last one of the Summer. Used Book sales will resume in September on the first Friday and Saturday of each month from 10-4.

**2<sup>nd</sup> staff quarterly training and new staff training assignment** - On May 9<sup>th</sup> the Library closed from 8am-12pm for our second staff quarterly training this year. Royce Miller, Adult Education Teacher with Cornerstones Career Learning Center, came and lead the training. The program was a department of labor grant funded training titled “Bringing Your A Game to Work.” Training covered the topics of attitude, attendance, acceptance and appreciation. Staff worked through activities in a workbook along with group discussions/questions.

The Library Director reviewed and purchased access to a new online staff training called “The Librarian’s Guide to Homelessness: Fewer Problems. Greater Confidence. (And a More Inclusive Library!).” The training was created by Ryan Dowd who is the Executive Director of a large homeless shelter outside of Chicago, Illinois. The training has been recommended and promoted by the American Library Association and other professional Library Associations. Although the training focuses on homelessness, the training is an excellent general exercise on working with problematic/challenging patrons, effective ways of enforcing rules, and positive ways to communicate with patrons. All staff are being required to take the online training and complete the quiz at the end. The training is three hours long but broken up into short 2-10-minute sections that can easily be watched in small manageable segments. Staff have been asked to complete the training by the end of August. This training will be beneficial to all staff members regardless of experience or position.

A summary of the training from the provider: “You and your staff have way more influence over your patrons than you realize. Little details in your behavior cause big changes in their behavior. The training has three goals; staff are more confident, your library is calmer and safer, your library is inclusive.”

The Library Director reported that the license to the training covers up to 25 staff and volunteers, so if any board members are interested in watching they can get setup also. Completing it would also count as three hours to add to the Board CE total for accreditation purposes. Library Board members requested access to the training as members express an interest in watching it also.

**Summer Reading Program 2019** – The Library Director Reported that the Summer Reading program kicked off on June 3<sup>rd</sup> with over 130 participants, and more are coming throughout the week to collect their reading logs. The Monday afternoon performers have been well attended as have the Tuesday afternoon movies. BSA, Red and Gold and some daycares have been participating and/or bring groups to the library to use the children’s area during the week. The solar system map, star chart and stamps have been working well for weekly reading log completion. We’ve had a couple of children ask about the weekly prizes we’re not doing this year, but not complaints or questions from parents. Our reading poster in the children’s area has an astronaut progressing to the moon and back as weeks get completed and there will be the end of SRP Pool Party and a Pizza Party.

**OLD BUSINESS:**

There was no old business at this time.

**NEW BUSINESS:**

**FY2020 Budget Schedule and Request** – The Library Director provided an overview of the City’s annual budget process. The City and South Dakota State Law require that the Library Board prepare and submit an annual budget request to their governing body. The Library Director provided a draft 2019 revised and 2020 proposed budget for discussion. The proposal covered personnel, operating and capital expenses. The Library Director provided a summary of the proposed changes for 2019 and 2020. Library Board members discussed the proposal and the Library Director answered questions. On a motion by Redlin, seconded by Collier-Wise, the 2019 revised and 2020 proposed budget were accepted.

Related to the Youth Services Assistant personnel request, and in answer to a question at the last board meeting, the Library Director provided an overview of the benefits and challenges associated with community outreach, what our library currently does in the way of outreach, and current trends that impact library outreach.

The next meeting is scheduled for Thursday, July 18th, 2019 at 12:00pm. Library board member Gabrielle Strouse noted that she will be out of town for the next meeting.

On a motion by Collier-Wise, seconded by Redlin, the meeting was adjourned at 1:04pm.

Respectfully submitted,

Daniel Burniston  
Library Director