

DRAFT MINUTES

*** Due to COVID-19 this meeting was held via a zoom teleconference. The link to access the online meeting, as well as a dial-in phone number option, were included on the posted agenda. ***

ROLL CALL: Katy Beem (arrived 12.09), Greg Redlin, Gabrielle Strouse, Travis Letellier

ABSENT: Alexis Oskolkoff, Eric Young

OTHERS PRESENT: Daniel Burniston (Library Director, Secretary)

On a motion by Redlin, seconded by Letellier, the minutes of the September 18, 2020 meeting were approved. All present voted aye.

On a motion by Letellier, seconded by Redlin, the agenda was adopted with no changes. All present voted aye.

There were no visitors to be heard.

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

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

REPORTS:

Foundation –The Library Director has been investigating possible vendors to complete the Foundation approved microfilm digitization project. Vermillion Plain Talk issues would be made available digitally with searchable text.

Friends – There are no scheduled book sales currently due to COVID-19.

OLD BUSINESS:

Grievance Policy - The Library Director presented a draft grievance procedure to be added to the library employee manual. The proposed procedure was reviewed and discussed. On a motion by Redlin, seconded by Letellier, the proposed procedure was adopted with three revisions.:

- Section (3) last sentence wording was changed from “his/her” to “their.”
- References to “City Manager, or their designee” updated to “the City Manager, Assistant City Manager, or their designee”
- An additional last sentence was added for board related grievances – “The employee may request to present the grievance in person, submit it in writing, or have the Library Director present it on their behalf.”

All present voted aye.

COVID-19 Operational Review – The Library Director provided a summary of the current state and county COVID-19 situation. The Library continues to offer a limited grab and go service that includes 30-minutes for browsing the collection and 60-minute computer sessions. A pick-up only option is available on Saturdays from 10 am until 2 pm. All City Departments are currently open and serving the public with additional safety measures such as masks, gloves, sneeze guards, and social distancing guidelines.

The Library Director reported that the safety precautions currently in place have continued to be effective. Most patrons have arrived with face coverings or are using one of the disposable ones being provided. Traffic has continued to be slow and cautious. We have not encountered any capacity concerns related to the number of people in the building.

The Library Director noted that the State and County have experienced another spike in cases recently. The South Dakota Department of Health continues to list Clay County as having substantial community spread of the virus. The Library Director suggested that given the increasing state and county cases, it may be best to not consider increasing hours or services at this time. With the upcoming holiday travel season, the return of USD students from winter break in January, and K-12 school resuming in January, the board may want to consider holding off on further changes until the end of January. This will allow for time to see the impact of these events on case numbers.

The Library Director is planning to implement the following procedural changes (1) resuming public access to newspapers (2) and extending computer access to its normal 15 minutes before close. These changes were discussed at a staff meeting, and staff felt that these two procedural changes could be implemented with minimal risk.

The Library Board discussed the overall COVID-19 situation and the library's response. No changes were proposed to the current pandemic status, hours, or services. The board will continue to monitor the situation monthly for any major changes. It is tentatively proposed to continue with the current level of services until February.

NEW BUSINESS:

Vermillion Public Library Pay Scale 2021 - The Library Director presented a draft of the 2021 pay scale. A 2.5% cost of living adjustment was added to each regular line to reflect the raise for all city employees in 2021. The Library Director noted that this adjustment, plus a step increase for any eligible employees, were included as part of the 2021 budget proposal. On a motion by Redlin, seconded by Strouse, the 2021 pay scale was approved. All present voted aye.

Annual Library Survey - The Library Director presented a proposed 2020 library survey that would run in December. The survey would be offered both electronically and in paper format again. A prize drawing like last year's would be offered to encourage participation. The board discussed the questions on the survey and provided input for the final draft.

Library Director Annual Review – process and template – An annual evaluation of the Library Director is one of the South Dakota State Library accreditation requirements for public libraries. The Library Director requested feedback from the board on the evaluation form and the process the board would like to use this year. It was decided to send the evaluation form out to all board members to complete and return to the Library Board President by November 1st. The President will review and compile responses. An executive session will be added to the November meeting to discuss the evaluation.

The next meeting is scheduled for Friday, November 20th, 2020 at noon.

On a motion by Strouse, seconded by Redlin, the meeting was adjourned at 1:13 pm.

Respectfully submitted,

Daniel Burniston
Library Director