

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, Travis Letellier, Alexis Oskolkoff, Gabrielle Strouse, Eric Young

ABSENT: Greg Redlin

OTHERS PRESENT: Daniel Burniston (Library Director, Secretary)

On a motion by Young, seconded by Oskolkoff, the minutes of the October 16, 2020 meeting were approved. All present voted aye.

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

There were no visitors to be heard.

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

On a motion by Oskolkoff, seconded by Beem, the October expenditures were approved. All present voted aye.

REPORTS:

Foundation –The Library Foundation is covering the \$9,000 cost of digitizing the Vermillion Plain Talk microfilm reels and making the text searchable to improve accessibility. The vendor has completed the scanning phase and the images are currently going through quality control.

Friends – There are no scheduled book sales currently due to COVID-19 and the library being only open for pickup on Saturdays. Friends members have met a few times when they have been able to safely gather outdoors in better weather. Friends reported they are missing their work at the library.

OLD BUSINESS:

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.

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. Overall capacity at any one time in the building has remained low with the current safety precautions and restrictions in place. Library Assistant Sophia Wermers expressed concerns to the Director about the increase in the number of people using public computers and how often all six computers are in use. The number of available computers has been reduced from 20 (12 Tech Center and 8 Youth Room) normally, to six currently. The reduction has enabled computers to be spaced out to maintain social distancing. Hand sanitizer is available at each computer, as well as contactless hand sanitizer dispensers at the library entrance and the entrance to the Tech Center.

Patrons are required to wear masks while in the building and computers are sanitized regularly. Since opening, there has been a gradual increase in circulation numbers and traffic, especially computer use. Patrons are often printing forms, applications, and other documents, or using computers to complete and submit them.

The number of active cases in the State and County has continued to increase during the last month and remains higher. The South Dakota Department of Health continues to list Clay County as having substantial community spread of the virus. Given the high level of cases, no changes to the current level of services or hours were proposed at this time.

NEW BUSINESS:

Library Director Annual Review Discussion – On a motion by Oskolkoff, seconded by Young, the library board entered executive session at 12.34 pm pursuant to SDCL 1-25-2(1) for personnel reasons. All present voted aye. At 1.10 pm President Strouse declared the board out of executive session. Discussion for the Library Director’s Annual Evaluation had been completed. Due to the time, it was decided to include an agenda item for the December meeting to review the evaluation with the Library Director.

The next meeting is scheduled for Friday, December 18th, 2020 at noon.

On a motion by Young, seconded by Oskolkoff, the meeting was adjourned at 1.14 pm.

Respectfully submitted,

Daniel Burniston
Library Director