

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 Beem, seconded by Letellier, the minutes of the November 20, 2020 meeting were approved. All present voted aye.

On a motion by Letellier, 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 Oskolkoff, seconded by Beem, the reports of the Director were accepted, and the expenditure approved. All present voted aye.

REPORTS:

Foundation –Digitization of the Vermillion Plain Talk from Microfilm has been completed. The vendor is in the process of finishing up the website. We have been able to see and try the website that is under construction. We are now just waiting on our branding and text to be added to finish it off. This is being branded as the Edith B Siegrist Vermillion Public Library Digital Archives. We can work with the vendor to add additional content in the future as needed. The Library Foundation covered the initial digitization and setup costs.

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

OLD BUSINESS:

COVID-19 Operational Review – The Library Director provided a summary of the current state and county COVID-19 situation. A summary of the status of other comparable South Dakota Libraries was also shared. Our Library continues to offer a 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 number of active cases in the State and County continued to be high during previous weeks. However, the current 14-day trend has been downward. The South Dakota Department of Health continues to list Clay County as having substantial community spread of the virus.

The Library Director requested input on a possible procedural change to convert the 10 am to 2 pm Saturday pick up to regular open hours. The same safety protocols would be maintained as are currently used for the rest of the week. It was noted that staff has received requests regarding weekend access to the build to enable computer use, printing, and selecting items. Multiple patrons have been observed walking up to the doors expecting the building to be open or have

asked about weekend hours. Current Saturday staff felt comfortable opening the building during these hours to help better serve community members. It was also noted that despite considerable signage and advertising regarding the pick-up only option, we continue to see people showing up expecting to access the building or requesting assistance at the door with services such as printing. The board was also in favor of offering building access on Saturdays.

Executive session – On a motion by Strouse, seconded by Oskolkoff, the board entered executive session pursuant to SDCL 1-25-2(1) for personnel reasons – to review the Library Director’s annual evaluation and step increase with the Library Director. All present voted aye. At 1:01 pm President Strouse declared the board out of executive session. On a motion by Oskolkoff, seconded by Young, the Library Director’s evaluation and step increase were approved. All present voted aye.

NEW BUSINESS:

Staff Appreciation Dinner discussion – The Library Director noted that the Library Board has traditionally hosted a Library Staff Appreciation Dinner in February. In recent years, the event has been held at Red Steakhouse and has include staff, board members, and one guest each. The City Manager and Mayor are also invited. The Library Director requested an initial discussion of plans for 2021 considering the current pandemic and Red Steakhouse closing. The Library Board had an initial discussion about possible options. On a motion by Young, seconded by Beem, it was decided to delay the staff appreciation event until later in 2021, and to purchase lunch for library staff in February in recognition of their ongoing work during the pandemic. All present voted aye.

Holiday & Closing Schedule – The Library Director presented a proposed 2021 holiday and closing schedule. The schedule includes the same holidays and closures as previous years with adjustments made to reflect the changes in days and dates. On a motion Young, seconded by Letellier, the 2021 holiday and closing schedule was approved. All present voted aye.

Annual review of the Collection Development Policy – The Library Board reviewed and discussed the Collection Development policy. On a motion by Beem, seconded by Oskolkoff, the Collection Development Policy was accepted with no changes at this time. All present voted aye.

Capital Improvement Plan 2021 – The Library Director reviewed the city capital improvement planning process and summarized recently completed and currently proposed projects. The Library Director requested board input for any additional projects to include on either the upcoming plan for 2021 or to add to the list of projects for future consideration. This agenda item was informational only, no action was taken.

The next meeting is scheduled for Friday, January 22nd, 2021 at noon.

On a motion by Young, seconded by Oskolkoff, the meeting was adjourned at 1.04 pm.

Respectfully submitted,

Daniel Burniston
Library Director