

EDITH B. SIEGRIST VERMILLION PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MONTHLY MEETING

March 18, 2022  
12:00 PM  
Kozak Room

**DRAFT MINUTES**

ROLL CALL: Katy Beem, Travis Letellier, Alexis Oskolkoff (Zoom), Greg Redlin, Gabrielle Strouse, Eric Young (Zoom)

ABSENT: none

OTHERS PRESENT: Daniel Burniston (Library Director, Secretary)

On a motion by Redlin, seconded by Young, the minutes of the February 18, 2022, meeting were approved. All present voted aye.

On a motion by Redlin, seconded by Beem, the agenda was adopted. All present voted aye.

There were no visitors to be heard.

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

**REPORTS:**

**Foundation** –The three mobile whiteboards that were the remaining part of the 2021 Library Foundation projects list has been reshipped after the first shipment was lost in transit. We are finalizing a 2022 project proposal list for the Library Foundation to review at their annual meeting this spring.

**Friends** – The Friends of the Library used book sale was held on March 11<sup>th</sup> and 12<sup>th</sup> and raised \$544.50. The Friends of the Library are continuing to sponsor Friday morning coffee and tea purchased from The Bean. The Friends group also sponsored the purchase of Dr. Seuss Books to be given away to first grades as part of the Dr. Seuss Breakfast Program that we participate in with the school district and Public School Foundation.

**FY2021 Public Library Survey Report** – The Library Director reported that the annual report was presented to the City Council at the 3/7/2022 meeting. A copy was sent to the Clay County Commissioners along with an offer to present it in person. The final report was submitted to the South Dakota State Library on 3/8/2022.

**VACF Non-Profit Workshop Invitation** – Greg, Travis, and the Library Director have registered to attend the Saturday 4/2 Community Foundation non-profit training. Katy will also be attending via the Vermillion Food Pantry. This will provide a big portion of the remaining continuing education hours the Library Board needs for our accreditation renewal this fall.

**OLD BUSINESS:**

**COVID-19 Operational Review** – The Library Director provided a summary of the current state and county COVID-19 situation. At the start of the year, a rapid increase in COVID-19 case numbers was seen at the national, state, and local levels. In February case number began a steep drop and continued to decline in March. No changes to the library's current operating procedures were proposed at this time.

**NEW BUSINESS:**

**Annual Letter from the South Dakota State Librarian** – The Library Director shared the annual letter from the South Dakota State Librarian, along with the accompanying South Dakota Data Digest and State Library Annual Report. This agenda item was informational only, no action was taken.

**May Annual Meeting – terms and the election of officers** – The Library Director reminded board members that May is considered the annual meeting at which offices for the current year are elected. A change in offices would necessitate updating the authorized signors on the library's bank accounts. Also, April is the last meeting for any board members whose terms are expiring. April 2022 is the end of Gabrielle Strouse's 2<sup>nd</sup> term and Eric Young's 1<sup>st</sup> term. Eric has submitted an expression of interest form to be reappointed for another term. Gabrielle will be stepping down. The city will accept expression of interest forms via their website through the last Friday in April. The City Council and Mayor will make appointments at the first meeting in May. The city has received two expressions of interest forms so far including Eric's. In 2023 Greg Redlin's third term will be ending. This agenda item was informational only, no action was taken.

**Capital Improvement Plan 2021** – The Library Director reviewed the city capital improvement planning process and summarized recently completed and currently proposed projects for the library. The Library Director requested board input for any additional projects to include in either the upcoming plan for 2022 or to add to the list of projects for future consideration. This agenda item was informational only, no action was taken.

**FY2021 Budget Discussion** – The Library Director reviewed the City of Vermillion's annual budget process. In May, the Library prepares and submits a budget request to the city administration. The Library Director requested any input from board members to assist in the preparation of the 2023 proposed budget. This agenda item was informational only, no action was taken.

The next meeting is scheduled for Friday, April 15<sup>th</sup>, 2022, at noon.

On a motion by Redlin, seconded by Strouse, the meeting was adjourned at 12.32 pm.

Respectfully submitted,  
Daniel Burniston  
Library Director