



**Board of Trustees Meeting Agenda  
City Council Chambers, City Hall, 612 N. Main  
Date: July 20, 2021  
Time: 5:00 p.m.**

**1. Call To Order**

**2. Roll Call**

**3. Approval Of The Agenda**

**4. Approval Of The Minutes**

Documents:

[LIBRARY BOARD MINUTES - JUNE 15 2021.PDF](#)

**5. Director's Report**

Documents:

[LIBRARY DIRECTOR REPORT - JULY 2021.PDF](#)  
[ADULT SERVICES UPDATES - JULY 2021.PDF](#)  
[LIBRARY\\_STATS\\_2021-06\\_GRAPH.S.PDF](#)  
[LIBRARY\\_STATS\\_2021-06\\_TABLES.PDF](#)  
[WHOFI\\_PROGRAMMING\\_REPORT\\_2021-JUNE.PDF](#)  
[WHOFI\\_WIFI\\_REPORT\\_2021-JUNE.PDF](#)

**6. Financial Report & Approval Of Bills**

Documents:

[FNBO\\_STATEMENT\\_2021-06.PDF](#)  
[P AND L\\_2021-06.PDF](#)  
[BALANCE\\_SHEET\\_2021-06.PDF](#)  
[RG EXPENDITURES REPORT - 2021-06.PDF](#)  
[GL DETAIL VS BUDGET - 2021-06.PDF](#)

**7. Business Items**

**A. Annual Meeting Items**

A. Election of Officers

1. Chairperson

2. Vice-chairperson

B. 2022 Budget Request

C. Meeting Times for 2021-2022

Documents:

[2022 LIBRARY BUDGET REQUEST.PDF](#)

[MITCHELL VS HURON BUDGETS.PDF](#)

**B. Needs Assessment Survey**

Documents:

[LIBRARY\\_NEEDS\\_ASSESSMENT\\_2021.PDF](#)

**C. Check Writing Policy**

Ann Temple requested that the board discuss the check writing policy of requiring two signatures.

**D. Funding Requests For July 2021**

Documents:

[FUNDING REQUESTS - JULY 2021.PDF](#)

**E. Library Policy Updates**

Documents:

[LIBRARY ROOM USE POLICY DRAFT 2021-MAY.PDF](#)

[MITCHELL PUBLIC LIBRARY MEETING SPACE USE APPLICATION.PDF](#)

[PUBLIC COMPUTER USE POLICY DRAFT 2021-06-05.PDF](#)

[PUBLIC COMPUTER USE STATEMENT OF RESPONSIBILITY.PDF](#)

**F. Library Card Contest**

Documents:

[LIBRARY CARD CONTEST RULES.PDF](#)

**G. SDLA Membership**

*Membership to SDLA for all Trustees (\$21 per year)*

Documents:

[SDLA\\_INDIVIDUAL\\_MEMBERSHIP\\_2021.PDF](#)

**8. Committee Reports**

**9. Board Input**

**10. Citizen's Input- Public Presentation To, Or Discussion With, The Board.**

*Presentations are limited to three minutes. Items will be considered but no action will be taken at this time.*

**11. Adjournment**

The next Board meeting will be August 17, 2021 at 5:00 p.m. in City Council

chambers.

Individuals with disabilities who require special assistance to take part in this meeting may contact the Library Director at 605-995-8481 at least 24 hours prior to the meeting with requests for assistance.