



Mitchell

Library

12/15/2020 - Minutes

1. Call To Order

Board President Ann Temple called the meeting to order at 5:02 pm.

2. Roll Call

The following members were present in person: Ann Temple attended via Zoom, Dennis Nath, Deb Everson, Diana Goldammer, Steve Rice, and Emma DeVos. Also present were Kevin Kenkel, Library Director, and Zack North, Adult Services Librarian.

3. Approval Of The Agenda

Motion by Goldammer, seconded by Everson to approve the agenda. All members present voting "Aye". Motion carried.

4. Approval Of The Minutes

Board members reviewed the minutes from the November 17, 2020 board meeting. Motion by Nath, seconded by Goldammer to approve the meeting minutes. All members present voting "Aye". Motion carried.

5. Director's Report

Kenkel reviewed written reports included in the agenda. In addition to the written report, Kenkel informed board members that he learned on Monday that the board needs to conduct a performance appraisal of Kenkel before the end of the month/year. Board members determined that the board president and vice president will conduct this review. Motion by Goldammer, seconded by Nath to approve the director's report. All members present voting "Aye". Motion carried.

6. Financial Report & Approval Of Bills

Board members reviewed the November budget reports and bank statement. No bills were submitted for approval. Motion by DeVos, seconded by Everson to approve the financial report. All members present voting "Aye". Motion carried.

7. Business Items

A. CARES Act Grant Update

Kenkel reported on progress for the CARES Act grant projects. Equipment for expanding the library's wireless network to the parking was installed November 20. Use of the wireless network has increased already. The people counting system was installed earlier this month. It is great to be obtaining real data that can be used to complete future reports to the library board, State Library, and city administrators. Two new computers for public use were ordered by the city's IT department after discovering the vendor didn't process our original order. Twelve new chairs were ordered for the library. Bright colored children's seating (six pieces in total) were ordered and have arrived. A small desk to be located in the children's collection area was ordered and has arrived. An upholstery company was selected to reupholster eight existing pieces of furniture. This work will be done in January 2021. A GoPro video camera was purchased for recording/streaming better quality video. Accessory upgrades for Zack North's desktop computer are being ordered so Zack can edit video for better video production in the future. No action was taken by the board.

B. Adult Winter Reading Bingo Funding Request (Action Item)

Zack North reported on adult programming he is planning for the first quarter of 2021. For a Winter Reading Challenge Zack requested \$150 to be used to purchase prizes to be awarded to participants who successfully complete various reading challenges. Motion by Goldammer, seconded by DeVos to approve funding up to \$200 for this programming. All members present voting "Aye". Motion carried.

C. Approval Of Updated Circulation Policy (Action Item)

Board members reviewed the proposed updated circulation policy for the library. Kenkel had offered two options for policies dealing with lost and damaged materials. Board members preferred option two. Board members discussed the need for the sentence, "Certain patron groups are limited in the number of items they may check out at any one time." Board members decided that other sections of the policy convey this same message, so this statement is unnecessary. Motion by Goldammer, seconded by Rice to approve the updated circulation policy with the option two language for overdue, damaged, and lost materials and to strike the sentence "Certain patron groups are limited in the number of items they may check out at any one time.". All members present voting "Aye". Motion carried

8. Committee Reports

No committee reports were presented.

9. Board Input

Goldammer asked about the role of the board and oversight of the library compared to oversight by city administrators. She expressed concern about the board micromanaging the library. Kenkel explained that South Dakota Codified Law (SDCL) stipulates that public libraries have boards that oversee the operations of the library, approve library policies, and are responsible for hiring the library director. Rice suggested that it may be useful to invite the city attorney to a future board meeting to discuss the role of library boards as created by SDCL. Kenkel will email board members about accessing information published by the SD State Library relating to the role of library boards.

DeVos requested that in January Kenkel report on 2021 programming so that the board can have a broader picture of what's planned for the future.

Goldammer requested that in the future Kenkel provide follow-up reports relating to funding that the board has approved for programming. The metrics should include how many people participated, how much was spent, and any comments library staff received from participants.

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

No citizen input was offered.

11. Adjournment

There being no further business, President Temple declared the meeting adjourned at 6:27 PM. The next meeting will be held at 5:00 PM on January 19, 2021 at Mitchell City Hall in the council chambers.