



## Mitchell Public Library Board of Trustees meeting

4/20/2021 - Minutes

### 1. Call To Order

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

### 2. Roll Call

The following members were present in person: Ann Temple, Deb Everson, Diana Goldammer, and Steve Rice. Board members Dennis Nath and Emma DeVos attended remotely via Zoom. Also present were Kevin Kenkel, Library Director, and Jean Patrick, Children's Librarian.

### 3. Approval Of The Agenda

Kenkel informed the board that he had one addition to the agenda: a bill to be paid. Motion by Rice, seconded by Everson to approve the agenda as amended. All members present voting "Aye". Motion carried.

### 4. Approval Of The Minutes

Board members reviewed the minutes from the March 16, 2021 board meeting. Motion by Rice, seconded by Everson to approve the meeting minutes. All members present voting "Aye". Motion carried.

### 5. Financial Report & Approval Of Bills

Board members reviewed the submitted invoice to be paid, the March budget reports and March bank statement. Motion by Rice, seconded by Everson to approve paying the invoice from DakTech, Inc and the March financial reports. All members present voting "Aye". Motion carried.

### 6. Director's Report

Kenkel reviewed written reports and monthly statistics. Kenkel noted that he had determined that monthly circulation statistics were inflated due to procedures established last year for quarantining materials when returned. Staff check out returned materials to a "Quarantine" patron in order to make materials unavailable in the online catalog. Board members asked Kenkel to re-compute circulation statistics for the past year to be more accurate. Motion by Goldammer, seconded by Rice to approve the director's report with the expectation that next month's circulation statistics will show more accurate circulation numbers. All members present voting "Aye". Motion carried.

### 7. Business Items

#### A. Approve Funding Requests (Action Item)

Kenkel presented two funding requests to purchase gift cards that can be presented to children and young adults who participated in library programming and completed reading challenges. Motion by Goldammer, seconded by DeVos to approve funding of \$45 for children's prizes and \$30 for young adult prizes.

#### B. Review And Approval Of Updated COVID-19 Policies (Action Item)

Board members reviewed the updated proposal submitted by Kenkel regarding COVID-19 library operations and hours. Library staff will make available a limited number of newspapers for patrons to read. Each issue will be available only until the next day's issue arrives. Patrons will be asked to wear masks when reading newspapers to avoid anyone sneezing or coughing directly onto the newspaper. Library hours for May 2021 will remain the same as April hours:

Monday - Thursday: 10:00 a.m. - 7:00 p.m.; Friday: 10:00 a.m. - 6:00 p.m.; Saturday: 10:00 a.m. - 4:00 p.m.; Sunday: closed

Motion by Goldammer, seconded by Rice to approve the updated COVID-19 Policies. All members present voting "Aye".  
Motion carried.

**C. Discussion Of Summer Hours (Possible Action Item)**

Kenkel discussed summer hours with board members and the possibility of closing at 7:00 p.m. Monday evenings. Board members decided to postpone this decision until the May board meeting. They want to have another month of statistics for traffic into the library. No action was taken.

**D. Approve Update Technology Plan**

Board members reviewed the draft of the library's Technology Plan. Motion by Rice, seconded by Everson to approve the updated plan. All members present voting "Aye". Motion carried.

**8. Committee Reports**

No committee reports were presented.

**9. Board Input**

No board input was given.

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

Kenkel shared information he received from Sheila Slater regarding the activities of the Friends' group.

**11. Adjournment**

There being no further business, President Temple declared the meeting adjourned at 6:10 p.m.

The next Board meeting is scheduled for May 18, 2021 at 5:00 p.m. in City Council chambers.