



## Mitchell Public Library Board of Trustees Meeting

7/20/2021 - Minutes

### 1. Call To Order

*Board President Ann Temple called the meeting to order at 5:00 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: an additional request for funding. Motion by Rice, seconded by Goldammer 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 June 15, 2021 board meeting. Motion by Goldammer, seconded by Rice to approve the meeting minutes. All members present voting "Aye". Motion carried.*

### 5. Director's Report

*Board members reviewed written reports and monthly statistics. Motion by Nath, seconded by Everson to approve the director's report. All members present voting "Aye". Motion carried.*

### 6. Financial Report & Approval Of Bills

*Board members reviewed the June 2021 financial reports and bank statement. Motion by Everson, seconded by Rice to approve the June 2021 financial reports. All members present voting "Aye". Motion carried.*

### 7. Business Items

#### A. Annual Meeting Items

*Motion by Goldammer, seconded by Everson to re-appoint Ann Temple as Chairperson and Dennis Nath as Vice-chairperson for 2021-2022. All members present voting "Aye". Motion carried.*

*Board members reviewed the 2022 Budget Request put together by Kenkel. Motion by Rice, seconded by Everson to approve the budget request. All members present voting "Aye". Motion carried.*

Board members set meeting times for 2021-2022. Meetings will be held the third Tuesday of the Month at 5:00 p.m.

## **B. Needs Assessment Survey**

Board members reviewed the needs assessment survey developed by the library staff. They made recommendations for a few changes. Kenkel will edit the survey to incorporate these recommendations.

## **C. Check Writing Policy**

Chairperson Temple asks board members if they think the current check writing policy is satisfactory, or if it could be changed to allow for only one signature on checks. Board members expressed satisfaction with the current policy. No action taken.

## **D. Funding Requests For July 2021**

Kenkel presented four funding requests to the board.

1. \$200 for National Novel Writing Month @ Mitchell Public Library to held in November 2021.
2. \$495 to renew the public performance license from Swank Movie Licensing USA
3. \$1,136 to renew the Newspaper Archive Database subscription
4. \$150 to purchase display shelving from Reader's Den.

Motion by Goldammer, seconded by Rice to approve funding for these four requests.

## **E. Library Policy Updates**

Board members reviewed the updated drafts of two policies: the Library Room Use Policy and the Public Computer Use Policy. Motion by Rice, seconded by Goldammer to approve these updated policies. All members present voting "Aye". Motion carried.

## **F. Library Card Contest**

Board members reviewed the rules drafted for this upcoming contest. Board members recommended changing the eligibility language to make sure all students enrolled in schools located in Davison County are eligible to participate in the contest. Board members also want to make clear that computer-generated graphic design entries are allowed. Library staff will continue planning for this contest and present final plans at the August board meeting for approval.

## **G. SDLA Membership**

Kenkel asked if board members would be willing to join South Dakota Library Association. The cost of membership for library board members is \$21 per year. Continuing education hours are available through SDLA, which are required for library accreditation. Motion by Goldammer, seconded by Rice to have the Board pay for SDLA membership for each board member. All members present voting "Aye". Motion carried.

## **8. Committee Reports**

No committee reports were presented.

## **9. Board Input**

Goldammer suggested that when we do young adult movie programming in the future, we should work with area English teachers who may be interested in partnering.

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

No citizen's input was given.

## 11. Adjournment

*There being no further business, President Temple declared the meeting adjourned at 6:36 p.m.*

*The next Board meeting is scheduled for August 17, 2021 at 5:00 p.m. in City Council chambers.*

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