



Mitchell

Library

4/20/2022 - Minutes

1. Call To Order

Board President Temple called the meeting to order at 5:00 p.m.

2. Roll Call

The following members were present in person: Ann Temple, Dennis Nath, Deb Everson, Diana Goldammer, and Steve Rice. Board member Emma DeVos was excused. Also present were Kevin Kenkel, Library Director; Zack North, Adult Services Librarian; and Brenda Hemmelman, Acting State Librarian.

3. Approval Of The Agenda

Kenkel informed board members that he had one bill to add to the "Financial Report & Approval of Bills" agenda topic. Motion by Rice, seconded by Everson, to approve the agenda as amended. All members present voted "Aye". Motion passed.

4. Approval Of The Minutes

Board members reviewed the minutes from the March 15, 2022 board meeting. Motion by Goldammer, seconded by Nath, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for March 2022. Motion by Rice, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval Of Bills

Board members reviewed the March 2022 bank statement, financial reports, and the bill submitted by Kenkel for a lost interlibrary loan book. Motion by Everson, seconded by Nath, to approve the March 2022 financial reports and the submitted bill. All members present voted "Aye". Motion passed.

7. Business Items

A. Action To Approve Funding Requests For April 2022

Kenkel presented two funding requests. The first was for funds to upgrade the Board's copy of QuickBooks when version 2022 is available from the library's non-profit vendor TechSoup. Motion by Goldammer, seconded by Rice, to approve purchasing QuickBooks 2022 when it is available. All members present voted "Aye". Motion passed.

The second funding request was for funding to bring a Hispanic dance troupe from Sioux City, IA to Mitchell in September to celebrate Hispanic Heritage Month. The fee would be \$500 plus travel expenses. Kenkel informed board members that just prior to the meeting we received information from the dance troupe about travel costs. They received a quote for more

that \$2,600. Kenkel said that that amount is more than we can afford. Board members directed Kenkel to continue working on this proposal, trying to help the group find cheaper transportation or find a partner willing to help pay for transportation. The board will consider this proposal again at next month's meeting.

B. Action To Set Summer Hours

Kenkel proposed the following for summer 2022 hours:

10:00 am - 8:00 pm on Mondays and 10:00 am - 6:00 pm on Tuesdays - Saturdays.

This would allow the library to offer programming on Monday evenings, but not be open until 9:00 pm with little traffic during the 8:00 - 9:00 hour. Board members asked about hours at other libraries in the state. Brenda Hemmelman offered to provide information on other libraries' hours for future comparisons. Motion by Everson, seconded by Rice, to approve Summer 2022 hours as proposed. All members present voted "Aye". Motion passed.

C. Action To Approve Granting Spending Authority To Library Director

Board members discussed granting the library director spending authority of Board funds. This would allow the library to make purchases as the need arises between meetings. Most spending proposals will still be brought to the Board for pre-approval, but board members understand that sometimes opportunities come up that can't wait until the next Board meeting for approval. Motion by Goldammer, seconded by Rice, to grant the library director authority to pre-approve spending up to \$1,000 from the Board bank account, with the caveat that the bank account balance should not go below \$75,000. All members present voted "Aye". Motion passed.

D. Discussion With Acting State Librarian

Board members had the opportunity to hear from Acting State Librarian Brenda Hemmelman. She informed board members about State Library funding and how funds from the federal government are used. Hemmelman highlighted the State Library's Braille and Talking Book program. She also talked about library certification and the requirement of board member continuing education for library certification. Kenkel informed board members that his goal is to apply for certification this year, which means board members need to acquire a combined total of 15 continuing education hours in the next six months.

8. Committee Reports

There were no committee reports.

9. Board Input

Board members thanked Brenda Hemmelman for attending the meeting.

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

No citizen's input was given.

11. Adjournment

The next board meeting is scheduled for May 17, 2022 at 5:00 p.m. in City Council chambers. There being no further business, President Temple declared the meeting adjourned at 6:01 p.m.