

Mitchell Public Library Board of Trustees meeting, Tuesday, January 21st, 2020.

The Mitchell Public Library Board of Trustees met on Tuesday, January 21st, 2020, at 4:30 p.m. in Meeting Room #1 at the Mitchell Public Library. Board president Sivik called the meeting to order at 4:38 p.m.

Members present: Nath, Rice, Sivik, Taylor, and Temple.

Members absent: Margheim.

Guest: Jessica Pickett, Community Services Coordinator.

Minutes. The minutes of the December 2019 Library Board meeting was read and approved as amended. **M/S/P**—Nath, Temple.

Financial Report. The report was approved as given. The Library Director was instructed by the Library Board to fix to 2019 overage and report the extent of the correction. The Library Director was also asked to provide a plan for how to stay within budget for the operating expenses and capital outlay for 2020. This is to be sent to the Library Board by January 23rd. **M/S/P**—Rice, Temple.

Director's report. In addition to the report, the Director was instructed to get the costs for installing door counters at the Library. The information, which was due to the Board on Jan. 8, 2020, will be sent to the Library Board by Jan. 23rd. . . . Also- the Directory will provide the Library Board with information about implementing self-service check out/in for patrons as per signed performance letter which part was read during the meeting. "Research self-service options and provide comprehensive implementation costs and plan for placement to the Board of Trustees – 60 days. Make a specific recommendation for vendor, equipment, and installation costs- 60 days. If approved and funded by the Board of Trustees, implement the installation and operation of the system – 120 days." For reference, days counted starting November, 25, 2019. **M/S/P**—Rice, Temple.

In addition to the report, the Director was instructed to get the costs for installing door counters at the Library. The information will be sent to the Library Board by the January 23rd.

Communications and correspondence.

The Library was given a donation of \$500.00 from a local family. The donation will be used for children's programming and literature.

Library staff were given bracelets with the word "Relentless" from the Korzan family in conjunction with the website they have created to encourage people to achieve their goals

Unfinished business. None.

New business. 2 staff members requested attending Jump Start workshop. The Library Board turned the matter over to the Library Director.

Bills. The following bills were approved for payment.

1/6/2020. American Library Association \$300.00; Centurion Technologies 160.00. Ameripride Services, Inc. 76.52; Apple Books 80.03; Blackstone Publishing 34.95; Center Point Large Print 89.28; Dak Tech, Inc. 785.00; Findaway World 288.92; Midwest Alarm Co, 795.00; Northwestern Energy 3057.24; Recorded Books 30.80; Scholastic 17.99; Tessier's 192.00; Thune True Value Hardware 11.19.

1/21/2020. Blackstone Publishing 35.95; H.W. Wilson 179.10; Rowman & Littlefield Publishing 214.16; Golden West Technologies 89.97; Innovative office Solutions LLC 19.64; Jones Supplies 84.64; Junior Library Guild 1283.40; Long Rider Books 1333.15; Mitchell Telecom 64.95.

There being no further business, the meeting adjourned at 5:55 p.m. The next regularly scheduled meeting is scheduled for Tuesday, February 18, 2020, at 4:30 p.m. in Meeting Room #1, at the Mitchell Public Library.

Jackie Hess, Secretary