

**MITCHELL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING, TUESDAY,
FEBRUARY 18, 2020.**

The Mitchell Public Library Board of Trustees met on Tuesday, February 18, 2020, at 4:30 p.m. in Meeting Room #1 at the Library. Board President Sivik called the meeting to order at 4:35 p.m.

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

Members absent: Margheim.

Guests: Jessica Pickett, Community Services Director.

Minutes. The minutes of the January 2020 meeting were approved as amended.

M/S/P—Taylor, Temple.

Financial report. The Financial Report was approved as given. **M/S/P—**Taylor, Rice.

Director's report. The Director's report was approved as given. **M/S/P—**Rice, Nath.

At the end of the report, the Library Director handed the Library Board a letter of retirement effective May 15th, 2020.

Executive session. A motion was made by Nath and seconded by Rice to go into executive session at 5:02 p.m. The Library Board came out of executive session with a motion by Temple and a second by Nath at 5:14 p.m. A motion was made by Rice and a second by Taylor to accept the Director's letter of retirement.

Communications and correspondence. A letter from the South Dakota State Historical Society was sent to the Library dated January 31st, 2020. The letter stated that as of the 1st of the year, due to rising costs of microfilm, chemicals and equipment repair, the SDSHS will no longer microfilm newspapers. Libraries will no longer be able to purchase microfilm copies of newspapers.

A public hearing will be held at the Cultural Heritage Center on April 23, 2020, at 1:00 CST to update the new rules for the South Dakota State Historical Society-Archives.

Unfinished business. None.

New business. The RFP was discussed. A new RFP will be written. The proposal will cover the creation of a separate Children's reading area, a coffee shop, and best organization of library space including the basement. A copy of the floor plans will be attached.

Goals. Goals for 2020 were discussed. The Library Board discussed 4 major goals. They were:

1. Expand services to the community for all ages.
 - a. Offer tech classes to adults.
 - b. Offer services to homebound people.

2. Promote community involvement, partnerships.
 - a. Work with local historical society.
 - b. Reach out to local groups,
 - c. Develop volunteer service.

3. Increase community awareness and engagement.
 - a. Provide Children's Library.
 - b. Provide coffee/café area.

4. Technology and innovation.
 - a. Self check-out station(s).
 - b. Upgrade equipment in meeting room.

Bills. The following bills were approved for payment.

2/3/2020. Apple Books 42.25; Baker & Taylor 3.59; Blackstone Publishing 30.95; Center Point Large Print 89.28; Gale 518.65; Innovative Office Solutions 129.50; Librarian's Choice 65.54; Overdrive, Inc. 54.98; Showcases 1,245.79;

2/18/2020. Ameripride Services, Inc. 75.11; Apple Books 17.99; Baker & Taylor 13.59; Blackstone Publishing 61.90; Book Systems, Inc. 1,380.00; Direct Digital Controls, Inc. 239.75; Farm & Home Publishers LTD. Gale 100.45; Ingram Library Services 600.30; Innovative Office Solutions 151.70; Menard's Inc. 26.95; Mid-America Books 170.55; Midwest Alarm Co., Inc. 81.00; Mitchell Telecom 67.95; Muth Electric Inc. 144.22; Northwestern Electric Energy & Communications 6,147.45; OCLC 354.63; Overdrive, Inc.; Reader's Den 91.09; Recorded Books, LLC 2,059.54; Tessier's 303.63; World Book, Inc. 999.00.

There being no further business, the meeting adjourned at 6:05 p.m. The next regularly scheduled meeting is set for Tuesday, March 17, 2020, at 4:30 p.m. in Council Chambers at Mitchell City Hall.

Jackie Hess
Secretary