



5/11/2020 - Minutes

1. Call To Order

Vice-Chairperson Jim Taylor called the meeting to order at 4:06 PM. Members present were: Jim Taylor, Steve Rice, Ann Temple, Dennis Nath, and David Margeim. Also Present were: Jessica Pickett, Community Services Director and Stephanie Ellwein, City Administrator.

2. Approval Of The Agenda

Motion by Rice, seconded by Nath to approve the agenda as presented. All members voting "aye". Motion carried.

3. Approval Of The Minutes

After discussion by the board, and with no objection from the board; Taylor declared the minutes from the 1/20/2020 and the 1/27/2020 Library Board of Trustees Meetings approved as presented.

4. Citizen's Input

Board members presented questions received on when the library board would be reopening. No other citizen input was provided.

5. Financial Report

City Administrator Stephanie Ellwein reviewed the financial report with the Board of Trustees including the monthly activity report, the year-to-date budget detail, and the year-to-date expense report. It was noted that several of the budget items had not been reduced as requested by the Mayor due to projected City budget shortfalls.

After discussion on current purchasing practices in the library, motion was made by Temple, seconded by Rice to limit spending authority for the library budget to only Community Services Director, Jessica Pickett until a Librarian is hired.

6. Action To Designate Signers On The Mitchell Trustee Bank Account

Due to the resignation of Board President, Carolyn Sivik and the retirement of Librarian Jacki Hess; the board of trustees considered changes to the administration of the Board of Trustee bank account. Motion was made by Temple, Seconded by Rice to (1) require dual signatures for all checks (2) designate Jim Taylor and Jessica Pickett as signers on the account, (3) to provide access only (non-signature) rights to the Mitchell City Finance Officer, Michelle Bathke, and to (4) require any payments made out of the account be made to vendors directly and not reimbursements written directly to employees. All members voting "aye". Motion carried.

7. Approval Of Reopening Policy/Guidelines For Mitchell Public Library

Board members reviewed the proposed reopening plan as presented and made the changes listed below

that will be incorporated to the final plan.

Phase 2: Limited Reopening (to begin the week of May 25, after required notification on Schedule changes).

- Change Monday- Friday hours open to the public to read 10-4 PM
- Add Saturday hours of from 10:00 -2:00 PM open to the public
- Add Saturday hours curbside pick up from 2:00 PM - 4:00 PM

Staff Protection: Add that all employees who are working with the public or in the public areas, will be required to wear masks.

Patron Guidelines

- State that the library will strongly suggest (not require) that patrons wear facial coverings when coming into the library.
- Change that anyone under the age of 16 (was proposed as 18) must be accompanied by a parent or guardian and remain within 6 feet of that parent or guardian.
- Remove the limit of 10 patrons in the building at any time.

Curbside Pick-up: change item #5 to read that materials will be delivered to the vehicle for curbside pick up.

The Board of trustees stated that they would also like to see Wifi available in the public parking lot at all times. And that staff schedules should be adjusted to meet the business hours above without the use of part time staff.

Motion by Rice, seconded by Margheim to approve the reopening plan as presented with the above listed changes. All members voting "aye". Motion carried.

8. Director's Report

The board discussed operational items of the library. Staff asked for guidance on cash & checks that were found that had not been deposited. The board directed staff to destroy checks that were discovered that were more than 3 years old and deposit cash into the trustee account. The board also directed staff to provide a list of the checks as well as the cash payments found at a future meeting.

Staff also discussed clean up efforts in the library, and that dehumidifiers were needed in the basement archive room. Motion was made by Rice, seconded by Temple to allow the purchase of two dehumidifiers out of the trustee account, with a limit of no more than \$300 per unit. All members voting "aye". Motion carried.

The Library Director position has been posted and closes on May 29th; and the City has received applications for the position. Board members suggesting adding this discussion item to the next meeting to determine a selection process for the position.

9. Board Input

Vice President Taylor thanked staff for their efforts in the interim for the library until a new Library Director can be hired. Additionally, Taylor announced that Carolyn Sivik has resigned her position and thanked her for her service to the Library Board of Trustees.

10. Adjournment

There being no further business, the President declared the meeting adjourned at 5:45 pm.