Mitchell Library

Mitchell Public Library Board of Trustees meeting

6/15/2021 - Minutes

1. **Call To Order**

   Board President Ann Temple called the meeting to order at 5:03 p.m.

2. **Roll Call**

   The following members were present in person: Ann Temple, Dennis Nath, Emma DeVos, Diana Goldammer, and Steve Rice. Deb Everson was excused. Also present were Kevin Kenkel, Library Director, and Zackery North, Adult Services Librarian.

3. **Approval Of The Agenda**

   Motion by Nath, seconded by Rice to approve the agenda. All members present voting "Aye". Motion carried.

4. **Approval Of The Minutes**

   Board members reviewed the minutes from the May 18, 2021 board meeting. Motion by Goldammer, seconded by Nath 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 Goldammer, seconded by Rice to approve the director's report. All members present voting "Aye". Motion carried.

6. **Financial Report & Approval Of Bills**

   Board members reviewed the May 2021 budget reports and May bank statement. Motion by Nath, seconded by Rice to approve the May 2021 financial reports. Kenkel informed board members that he discovered that the library owns a copy of QuickBooks. He was able to locate and access the previous file for the library. Going forward Profit and Loss and Balance Sheet reports from QuickBooks will be included in financial reports. All members present voting "Aye". Motion carried.

7. **Business Items**

   A. **Discussion Of Library Budget Requests For 2022**

   Kenkel reviewed planned budget requests for FY2022. Rice offered explanations regarding the city's budgeting process. Per board discussion, Kenkel will update budget requests and present to the board at the July 2021 meeting.

   B. **Discussion Of Library Hours**

Board members had a general discussion of library hours. Kenkel provided comparison information of Mitchell's library to libraries in Aberdeen, Brookings, Huron, Pierre, Watertown, and Yankton. Data included hours of operation, service area population, number of full-time staff, number of part-time staff, number of FTE staff, and total operating revenue for each library. This data was obtained from the State Library of South Dakota for the 2019 fiscal year, the most recent data available from the annual public library survey.

Board members are interested in hearing from library patrons about hours and services. They encouraged library staff to conduct a survey to gather input from library patrons. Library staff will work on developing a short survey that can be handed out in person at the circulation desk, can be posted online on the library's webpage, and can be posted online on FaceBook.

C. Discussion Of POS Systems (Possible Action Item)

Kenkel informed board members that the library wants to obtain a point of sale system. Such a system would allow the library to accept credit and debit card payments. Two such systems can work with the library's Atriuum database system: Square and PayPal. Kenkel informed board members that library staff want to test the PayPal system by creating a business account with PayPal. Board members expressed support for conducting such testing before purchasing a POS system.

D. Library Card Design Contest (Possible Action Item)

Kenkel informed board members that the library wants to hold a library card design contest. Board members expressed support for this proposal. Over the next month or two library staff will develop contest rules and plans for the contest. The contest will most likely run in the fall after school begins, so that the library can partner with local art teachers to encourage more participation from youth and teens. Kenkel will bring a complete proposal for approval at a future board meeting.

E. Review Of COVID-19 Policies

Board members reviewed pandemic policies at the library. Board members agreed that groups may again use the community room for meetings beginning in August 2021.

8. Committee Reports

No committee reports were presented.

9. Board Input

No board input was given.

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 6:37 p.m.

The next Board meeting is scheduled for July 20, 2021 at 5:00 p.m. in City Council chambers.