

Official minutes of the Mitchell Public Library Board of Trustees, Wednesday, March 9, 2016.

The Mitchell Public Library Board of Trustees met on Wednesday, March 9, 2016, at 4:30 p.m. in Meeting Room #1 at the Library. Board President Billy Mawhiney called the meeting to order at 4:31 p.m.

Members present: Leffers, Margheim, Mawhiney, Rice, Sivik, Taylor.

Members absent: None.

Guests: Jessica Pickett, Community Services Director, Michelle Bathke, Finance Officer, Stephanie Ellwein, City Administrator, Justin Johnson, City Attorney.

Minutes. The Minutes of the February meeting were read and approved. **M/S/P**—Sivik, Leffers.

Director's report. The Director's report was approved as given. In addition to the statistical report, the Director informed the Trustees of the following items—the program committee will meet on March 10th, the Board President, Community Services Director, and Library Director will develop a succession plan for full-time staff beginning with the Director.

Unfinished business. The Freegal contract was discussed. The motion to approve the purchase of Freegal failed. **M/S/F**—Taylor, Rice. The Trustees noted that the funds were allocated from the E-books/E-Audio/E-Music line item in the budget. The money can be used to purchase other electronic books and audio items.

Personnel. Keith Christensen resigned his position as Library Assistant II/Shelver. His last day is April 29, 2016.

New business. The activity report to the Council was discussed. Jessica Pickett, Community Services Director provided the Trustees with a sample copy of what the report could look like and asked for feedback. Some of the statistics include circulation of items, how many e-books circulated the previous month, the number of Inter-Library Loan book the Library loans out to other libraries, community room use and internet usage.

A 15-minute presentation on the legal responsibilities of Library Trustees was presented by Board member Jim Taylor. The presentation included how public libraries are established and funded, the roles of the Trustees and the Library Director.

Bills. The following bills were approved for payment. **M/S/P**—Sivik, Margheim.

A&B Business Solutions 374.951; American Library Association 63.20; Blackstone Audio, Inc. 491.23; Brown & Saenger 182.94; Center Point Large Print 84.48; City of Mitchell 148.95; Demco, Inc. 764.26; Electric Construction Company 226.53; Findaway World LLC 655.80; Gale 982.39; Golden Horse Ltd. 13.92; Gumdrop Books/Central Programs 1,347.65; Ingram Library Services 1,815.71; Jones Supplies 210.17; Learning Opportunities, Inc. 1,764.32; Midwest Alarm Company, Inc. 78.00; OCLC Inc. 308.15; Overdrive Inc. 2,096.64; Paraclete Press, Inc. 37.49; Penguin Random House Inc. 97.50; Quality Book, Inc. 223.46; Quill Corp 700.41;

Reader's Den 42.00; Recorded Books, Inc. 1,139.74; Sebco Books 914.32; Showcases 96.77; Thune True Value 12.26.

There being no further business, the meeting adjourned at 5:40 p.m. **M/S/P**—Margheim, Rice. The next regularly scheduled meeting is set for Wednesday, April 13, 2016, at 4:30 p.m. in the Director's conference room at the Library.

Jackie Hess
Secretary