



Board of Trustees Meeting Agenda
Mitchell Public Library Community Room, 221 N. Duff St.
Date: June 21, 2022
Time: 5:00 p.m.

1. Call To Order

2. Roll Call

3. Approval Of The Agenda

4. Approval Of The Minutes

Documents:

[LIBRARY BOARD MINUTES - MAY 17 2022.PDF](#)

5. Business Items

A. Action To Approve Library Closure For Staff In-Service Day -- July 8

We are requesting to close the library Friday, July 8. Library staff members will have an in-service day to move shelving in preparation for installation of new shelving end panels.

6. Citizen's Input- Public Presentation To, Or Discussion With, The Board.

Presentations are limited to three minutes. Items will be considered but no action will be taken at this time.

7. Adjournment

The next Board meeting will be July 19, 2021 at 5:00 p.m. in City Council chambers.

Individuals with disabilities who require special assistance to take part in this meeting may contact the Library Director at 605-995-8481 at least 24 hours prior to the meeting with requests for assistance.



Mitchell

Library

5/17/2022 - Minutes

1. Call To Order

Board President Temple called the meeting to order at 5:01 p.m.

2. Roll Call

The following members were present in person: Ann Temple, Dennis, Emma DeVos, Deb Everson, Diana Goldammer, and Steve Rice. Also present were Kevin Kenkel, Library Director and Michele DeVries, Cataloger. Kenkel introduced the library's new cataloger, Michele DeVries to board members.

3. Approval Of The Agenda

There were no changes to the agenda. Motion by Rice, seconded by Nath, to approve the agenda. All members voted "Aye". Motion passed.

4. Approval Of The Minutes

Board members reviewed the minutes from the April 20, 2022 board meeting. Motion by Nath, seconded by Rice, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for April 2022. Motion by Goldammer, seconded by DeVos, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval Of Bills

Board members reviewed the April 2022 bank statement and financial reports. Motion by Rice, seconded by Everson, to approve the April 2022 financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Discussion Regarding Future Schedule Of Board Meetings

Board members discussed the future schedule for board meetings. The Board's by-laws and state law require the board to meet at least quarterly. Kenkel shared meeting schedules for library boards of other SD communities with populations similar to Mitchell. Board members agreed that there isn't necessarily a need to hold a business meeting on a monthly basis just to approve monthly reports, but it is beneficial to remain connected to what's going on at the library. Board members also expressed a desire to meet at the library at times. Goldammer suggested that for some months the board hold training sessions at the library rather than having business meetings. Board members liked this idea. Motion by Goldammer, seconded by Rice, to schedule official board business meetings the third Tuesday of odd months (i.e., January, March, May, July, September, November) in City Council chambers and to schedule training sessions the third

Tuesday of even months (i.e., February, April, June, August, October, December) at the library. All members present voted "Aye". Motion passed.

Kenkel asked about possibly scheduling a short, special Board meeting to approve the library being closed for an in-service day in June to accomplish moving some shelving before the shelving end panels arrive. Board members were open to the idea. Kenkel stated that he needed to consult with Jean Patrick regarding the summer programming schedule when she returns from vacation before selecting the specific day for the in-service. The special meeting will be held via Zoom, most likely Tuesday, May 24 at noon if needed.

8. Committee Reports

There were no committee reports.

9. Board Input

Rice asked if Board members should have a discussion about the need for a new Friends group or Foundation group. The general consensus was that there is no pressing need for either type of group at this time.

Temple shared a comment from a library employee about enjoying being employed at the library.

10. Citizen's Input- Public Presentation To, Or Discussion With, The Board.

No citizen's input was given.

11. Adjournment

The Board will hold its first training session at the Mitchell Public Library Tuesday, June 21 at 5:00 p.m. The next board meeting is scheduled for July 19, 2022 a 5:00 p.m. in City Council chambers. There being no further business, President Temple declared the meeting adjourned at 5:58 p.m.