

Mitchell Public Library Board of Trustees Meeting Agenda

Director's Conference Room- Mitchell Public Library

1. Call To Order

Flemmer
Margheim
Rice
Sivik
Taylor
Temple

2. Set The Date Of The Next Library Board Meeting.

March 19, 2019, 4:30 p.m.-- Council Chambers--Mitchell City Hall.

3. Approval Of The Minutes

Documents:

[MITCHELL PUBLIC LIBRARY \(JANUARY 2019\).PDF](#)

4. Financial Report

1. Trustee account.
2. Monthly budget statement--City budget.
3. City bills.

5. Director's Report

1. Statistics.
2. Utilities
3. Additional Items.

6. Communication & Correspondence

7. Unfinished Business

1. Goals--Continued discussion.
2. Cameras--discussion.

8. New Business

1. Streaming service--what other libraries are using.
2. Bylaws--discussion of changes and possible adoption.
3. Friends Foundation--Sheila Slater.

9. Board Input

10. Citizen's Input

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

11. Adjournment

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

**MITCHELL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING, TUESDAY,
JANUARY 15, 2019.**

The Mitchell Public Library Board of Trustees met on Tuesday, January 15th, 2019, at 4:30 p.m. in the Council Chambers at Mitchell City Hall. Board Vice-President Flemmer called the meeting to order at 4:41 p.m.

Members present: Flemmer, Rice, Taylor, Temple.

Members absent: Margheim, Sivik.

Guests: Jessica Pickett, Community Services Director.

Set the date of the next meeting. The Library Board will meet on Tuesday, February 12th, 2019, at 4:30 p.m. in Council Chambers at City Hall. **M/S/P**—Rice, Temple.

Minutes. The minutes of the November 2018 board meeting were approved. There was no December meeting. **M/S/P**—Rice, Temple.

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

Director's report. The Director's report was approved as given. In addition to the statistical report, the Director gave the Library Board the following information.

1. Open access. IT can remove the password at any time so patrons no longer need it to access the WI-FI.
2. Bandwidth. If the bandwidth were to increase for public access, the cost would rise from \$64.95 per month to \$104.95. The download and upload speed would increase to 120MB and 25MB respectively.
3. Trustee vs. City account balances. The timing between the posting of revenue and expenses is the reason why the balances do not match each month. In visiting with the City Finance Officer, when the 2018 budget is balanced, the totals will match.
4. Children's furniture has arrived and has been placed in the Children's section.
5. During the months of December and January, the Library had been collecting warm clothing items and canned goods to give away to anyone in need that come to the Library. During the month of December 300 items were given away out of the 321 items that had been collected. Clothing such as hats, scarves, and mitten were the most popular.
6. Jump Start. The Library will once again be hosting the Jump Start workshop. Librarians from around the area and bring projects or develop new projects to use in the 2019 Summer Reading Program. Jean Patrick will lead the workshop.

7. Foundations and Friends of the Library Group. Gathered information on which libraries had a Library Foundation, Friends of the Library or both. Most libraries had a Friends Group. A few had a Library Foundation. A couple of libraries had both. Of those communities who had both a Library Foundation and a Friends Group, the missions were very different. The Library Foundations solicited big donations while the Friends Group held book sales in order to provide funds for programming and small equipment such as cameras.

8. Winter Bingo. Participants can cross off a square by reading a title described in the square. The people who cross off the most square are eligible to be awarded prizes from local business. This program runs through February.

9. The Library passed its annual facility inspection on 1/2/19. There were no violations to the City's fire code. Next inspection will be on 1/2/20.

Communications and correspondence. Taylor reported that Articles of Incorporation have been sent to Pierre to form the Friends Foundation of the Mitchell Library, Inc.

Unfinished business. Goals for June 2018 through 2019 were discussed. The Library Director's job duties will be put under Unfinished Business for the February meeting.

A preliminary publicity plan was presented to the Library Board. It will be revised and presented at the February meeting for discussion.

A public survey regarding library services was presented to the Library Board. The document was edited and will be presented to the Library Board at the February meeting.

Trustee budget. The 2019 Trustee budget was approved as presented. **M/S/P**—Rice, Taylor.

Bylaws. The Trustee Bylaws were reviewed. A proposal was made to strike the last sentence in Article IV Section 2. The change will be made and sent to the Board by Tuesday, February 5th for review. It will officially be approved at the February 12th meeting.

Cameras. The Library Board agreed to purchase 2 more security cameras. Jessica Pickett will contact IT in order to get 2 more quotes in addition to the one the Library currently has.

New business. Library Board approved a motion for the Library Director to apply for the designation of "Enhanced Status" for the Mitchell Public Library. There are 6 requirements to complete for the status to be granted. The Library already has 4. These requirements need to be turned in by December 2019.

Streaming service. A proposal from Kanopy was discussed by the Library Board. The Board instructed the Director to look for other services and contact other libraries.

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

November 2018. Ameripride 70.52; Baker & Taylor 2,408.93; Better Containers 270.58; Blackstone Publishing 110.04; Center Point Large Print 89.28; DearReader.com 350.00; Educational Development Corporation 917.62; Farm & Home Publishers 107.80; Gale 905.65; Ingram Library Services 452.41; Innovative 34.96; JCL Solutions 90.00; Librarian's Choice 751.64; Menard's 17.64; Midwest Alarm Company, Inc., 873.00; Northwestern Energy 2,797.52; Penguin/Random House 108.75; Recorded Books 1,260.19; Scholastic Library Publishing 221.17; SD State Historical Society 80.00; Walmart Community 144.97.

December 2018. Ameripride 70.52; Apple Books 120.48; Baker & Taylor \$5,849.89; Blackstone Publishers 75.10; Broadreach 770.84; City of Mitchell 373.35; Demco, Inc. 1,190.22; Educational 806.10; Findaway World, LLC 727.05; Gale 532.38; Golden West Technologies 149.30; Ingram Library Services 141.22; Innovative Office Solutions, LLC 875.58; Interstate Glass & Door 272.75; JCL Solutions 125.03; McLeod's Printing 149.90; Menard's Inc. 269.33; Modern Marketing 189.04; OCLC Inc. 683.62; Penguin Random House, Inc. 33.75; Rowman & Littlefield Publishing 204.65.

January 2019. Ingram Library Services 50.47; Mitchell Telecom 64.95; Recorded Books, Inc. 3,311.

