



Board of Trustees Meeting Agenda
City Council Chambers, City Hall, 612 N. Main
Date: July 1, 2020
Time: 5:00 PM

1. Call To Order

2. Roll Call

3. Approval Of The Agenda

4. Election Of Officers For The Board Of Trustees

- *The by-laws call for the election of a chairperson and vice-chairperson by secret ballot.*

Documents:

[LIBRARY-BYLAWS.PDF](#)

5. Approval Of The Minutes

Documents:

[06222020PLUS.PDF](#)

6. Director's Report

Documents:

[MAY STATS LIBRARY.PDF](#)

7. Committee Reports

8. Communication & Correspondence

9. Financial Report & Approval Of Bills

Documents:

[YTD LIBRARY JANUARY - JUNE 2020.PDF](#)

[YTD REPAIRS MAINTENANCE.PDF](#)

10. Unfinished Business

A. Consideration Of Customer Count Software.

Documents:

[DOOR COUNTER QUOTE.PDF](#)

B. Addition Of Wireless Access Points For Public WiFi

11. New Business

A. Designation Of Signatory On The Board Of Trustee Account

B. Review Of Bylaws

Documents:

[BYLAWS.PDF](#)

C. Review/Updates To Reopening Policies

- *Request to consider opening Book Sale Room.*
- *Request to consider extending computer use time limit.*

Documents:

[LIBRARY POLICY CHANGES DURING CORONAVIRUS PANDEMIC UPDATED 5.20.PDF](#)

12. Board Input

13. Adjournment

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.

Bylaws of the Mitchell Public Library Board of Trustees.

Adopted: November 10th, 2003. Revised and adopted: 12/8/09. Revised and adopted: 4/9/2014. Revised and adopted: 10/19/16.

Article I—Name:

This organization shall be called the “Board of Trustees of the Mitchell Public Library” existing by virtue of the provisions of Chapter 14-02 of the South Dakota Codified Laws as currently in effect, and exercising the powers and authority and assuming responsibilities delegated to it under the said statute.

Article II—Trustees.

Section I. Appointment and terms of members. The governing body shall appoint five competent citizens’ representative of the population of the local governmental unit. One of the citizens will be appointed for one year, two for two years and two for three years and annually thereafter reappointments or new appointments shall be a term of three years or to fill an unexpired term. In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the Public Library Board of Trustees during the member’s term of office. Trustees can serve no more than 3 consecutive 3-year terms.

Duties of trustees. Each board member of the Public Library Trustees shall:

- (1) Appoint a Director of the Library to serve at the pleasure of the board;
- (2) Adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the Library and the use of public library materials;
- (3) Prepare and submit an annual report to its governing body;
- (4) Adopt a final annual budget for its governing body;
- (5) Meet at least once during each quarter of the year;
- (6) Prepare and submit an annual report to the South Dakota State Library on such forms as may be provided by the State Library.

Article III—Officers.

Section 1. The officers shall be a chairperson and a vice-chairperson, elected by secret ballot from among the appointed trustees at the annual meeting. The Library Director shall serve as secretary to the Board of Trustees.

Section 2. The officers shall serve a term of one year and can be re-elected for another year from the annual meeting at which they are elected until their successors are duly elected. Vacancies in office shall be filled by election at the next regular meeting of the Board of Trustees to fill unexpired terms in the same position.

- Section 3. The chairperson will preside at all meetings of the board, authorize calls or e-mails for any special meetings, appoint all committees, execute all documents authorized by the Board, shall certify all bills approved by the Board and generally performs all duties associated with that office.
- Section 4. The Vice-Chairperson shall, in the absence of the Chairperson, exercise that chairperson's duties.
- Section 5. The secretary shall keep a true and accurate record of all proceedings of the board meeting; shall issue notices of all regular and special board meetings; shall have custody of the minutes and other records of the Board; shall notify the Mayor of Mitchell of any vacancies on the Mitchell Public Library Board of Trustees.

Article IV—Meetings.

- Section 1. The Board of Trustees shall meet at the Library on the second Wednesday of each month at 4:30 p.m. or as such time as agreed to by the Board.
- Section 2. The annual meeting, which shall be held for the purpose of election of officers, shall be held at the time of the regular meeting in July of each year. The annual budget shall be reviewed and approved at this meeting.
- Section 3. The order of business for regular meetings shall include, but not limited to the following items which shall be covered in the sequence shown as circumstances will permit:
- a) Roll call of members.
 - b) Reading and approval of the previous minutes.
 - c) Report of the Director of the Mitchell Public Library
 - d) Financial report of the library and approval of bills.
 - e) Reports of committees.
 - f) Communications & correspondence.
 - g) Unfinished business.
 - h) New business.
 - i) Public presentation to, or discussion with, the Board.
 - j) Other business.
 - k) Adjournment.
- Section 4. Special meetings may be called by the Chairperson, or at the request of four members for the transaction of business as stated in the call for the meeting.
- Section 5. All Mitchell Public Library Board of Trustees' meetings shall be open to the public, except herein provided. Executive or closed meetings may be held for the sole purpose of considering a student, employee and personnel matters, however any official action concerning such matters shall be held only upon a majority vote of the members of such body present and voting. Nothing in this act shall be construed to prevent an executive or closed meeting, Federal or State Constitution of the Federal and State Statutes require or permit it. Notification of each meeting shall be made to each member from the Secretary of the Board.
- Section 6. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person. A quorum may be established by any combination of members present, in person or participating telephonically or by other electronic means.

Section 7. Conduct of the meeting: Proceedings shall be conducted in a manner complying with generally accepted rules of parliamentary procedure.

Article V—Library Director and staff.

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall appoint and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for adequate and proper selection of library materials in keeping with the stated policy of the Board for the efficiency of the library service to the public and for its financial operation within the limitations of the budgeted appropriations. The Library Director shall serve as secretary to the Board and shall prepare and submit all reports requested by the Board required by law; shall issue notice of all regular meetings; shall have custody of the minutes and other records of the board; shall be responsible for maintaining a complete set of minutes and other records on permanent file at the Library; shall together with the Chairperson, certify all bills approved by the Board and notify the Mayor of Mitchell and vacancies of the Board. The Director shall attend all board meetings, serving as secretary, except those at which the Director's appointment, salary, or performance is to be discussed or decided.

Article VI—Committees.

- Section 1. The Chairperson shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered discharge upon the completion of the purpose for which it was appointed and after the final report to the Library Board.
- Section 2. All committees shall make a progress report to the Library Board at each of its meetings.
- Section 3. No committee shall have other than advisory powers, unless, by suitable action of the Board, it is granted specific power to act.

Article VII—General.

- Section 1. Any affirmative vote of the majority of the all members of the Board present at the time shall be necessary to approve any action before the Board. The Chairperson may vote upon and may move or second a proposal before the Board.
- Section 2. These bylaws may be amended by a simple majority of the members present at any regular meeting that has a quorum, provided that the amendment was state in the call for the meeting, which was mailed or e-mailed to the members at least two weeks before the meeting.
- Section 3. Any rule or resolution of the Board whether contained in these bylaws or otherwise may be suspended temporarily in connection with the business at hand, but which four (4) of the members of the Board shall be present and two-thirds or those present shall approve.



Board of Trustees Meeting Agenda
City Council Chambers, City Hall, 612 N. Main
Date: 6/22/20
Time: 4:30 PM

1. Call To Order

2. Approval Of The Agenda

3. Approval Of The Minutes

Documents:

[JUNE 16, 2020 LIBRARY BOARD MINUTES.PDF](#)

4. Executive Session In Accordance With SDCL 1-25-2 (1) Personnel.

5. Adjournment

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



Mitchell

Library

6/16/2020 - Minutes

1. Call To Order

Board Member Steve Rice called the meeting to order at 4:30 PM. Members present were: Ann Temple, David Margeim, Deb Everson, Dennis Nath, Jim Taylor, and Steve Rice. Also present were: Jessica Pickett, Community Services Director; Elizabeth Kitchens, HR Director; and Stephanie Ellwein, City Administrator.

2. Approval Of The Agenda

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

3. Executive Session: Motion To Enter Into Executive Session In Accordance With SDCL 1-25-2 (1) Personnel.

Motion by Nath, seconded by Margeim to enter into executive session. All members voting "aye". Motion Carried. Board member Rice declared the board out of executive session at 5:15 PM with no action taken.

4. Approval Of The Minutes

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

5. Citizen's Input

No citizen input was received.

6. Financial Report

Board members thanked staff for the presentation & the addition of the accounting method for the Trustees account. Motion by Everson, seconded by Temple to accept the finance report as presented. All members voting "aye". Motion carried.

7. Board Input

Board members thanked Dave Margeim and Jim Taylor for the terms on the Library Board of Trustees. Due to term limits, both of their terms are ending in June. Board Member Rice announced that the City Council has appointed Diane Goldhammer and Emma DeVos to the Board of Trustees for terms to run July 2020-June 2022.

Board members discussed the next meeting date, and agreed to meet on Monday, June 22nd at 4:30 PM to continue the hiring process for the Library Director.

8. Adjournment

There being no further business, the meeting was adjourned at 5:35 PM.

Respectfully submitted by Stephanie Ellwein, City Administrator.

DRAFT

South Dakota InterLibrary Loan Statistics Report Form

As part of the justification for expenditure of federal LSTA funds, all SD libraries that participate either as nodes within the SD Library Courier service are requested to submit this report monthly & annually (July 1 through June 30 cumulation) to: ILL, SD State Library, 800 Governors Drive, Pierre, SD 57501-2294; Courier: SDS; FAX: (605)773-4950; phone: (605)773-3131/1-800-423-6665; e-mail: ill@state.sd.us

Reporting Library: **Mitchell Public Library**

Reporting Month & Year

May-20

Items/copies received/borrowed from other libraries and document delivery services

(Your library is the "requesting library.")

	Returnable Items	Non-returnable items	Totals: (Required)
From ALL South Dakota academic libraries (including public, academic, school, other)	<u>16</u>	<u> </u>	<u>16</u>
From ALL libraries outside SD: (including public, academic, school, other)	<u>26</u>	<u> </u>	<u>26</u>
TOTALS:	<u>42</u>	<u>0</u>	<u>42</u>

Items/copies sent/supplied/loaned/provided from your library to other libraries

(Your library is the "supplying library.")

	Returnable Items	Non-returnable items	Totals: (required)
To ALL South Dakota libraries: (including public, academic, school, other)	<u>5</u>	<u> </u>	<u>5</u>
To ALL Libraries outside SD: (including public, academic, school, other)	<u>12</u>	<u> </u>	<u>12</u>

TOTALS:

17

0

17

Interlibrary Loan - A transaction in which library material, or a copy of the material (including materials sent by telefacsimile or other form or electronic transmission) is made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loan are not under the same administration or on the same campus. Interlibrary loan also includes transactions for materials obtained through the interlibrary loan process that are supplied from non-library sources. Taken from ANSI/NISO Z39.7-1995 "Library Statistics".

Library - A library is an entity that provides all of the following: (a) an organized collection of printed or other library materials, or a combination thereof; (b) a staff to provide and interpret such materials as required to meet the informational, cultural, recreational, and educational needs of a clientele; (c) an established schedule in which services of the staff are available to clientele; and (d) the facilities necessary to support such a collection, staff, and schedule. Taken from ANSI/NISO Z39.7-1995 "Library Statistics".

Returnables - Report materials that the supplier/lending library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material. Taken from Academic Library Survey for the National Center for Education Statistics.

Non-returnables - Report materials that the supplier/lending library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers. Taken from Academic Library Survey for the National Center for Education Statistics.

9/14/2001

CITY OF MITCHELL
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2020

101-GENERAL
 LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
SALARIES						
101-45500-41100 SALARIES	368,520	23,767.02	165,354.88	182,513.55	186,006.45	49.53
101-45500-41110 OVERTIME	0	67.48	0.00	1,029.95 (1,029.95)	0.00
101-45500-41120 PART-TIME	30,000	0.00	20,873.08	11,327.31	18,672.69	37.76
101-45500-41200 SOCIAL SECURITY/MEDICARE	30,486	1,682.09	13,177.18	13,411.09	17,074.91	43.99
101-45500-41300 RETIREMENT	22,141	1,430.07	10,961.28	11,526.15	10,614.85	52.06
101-45500-41500 GROUP INSURANCE	113,832	8,832.04	51,810.72	59,766.29	54,065.71	52.50
101-45500-41700 COMPENSATED ABSENCES	0	0.00	0.00	13,109.22 (13,109.22)	0.00
TOTAL SALARIES	564,979	35,778.70	262,177.14	292,683.56	272,295.44	51.80
CURRENT EXPENSES						
101-45500-42200 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
101-45500-42300 LEGAL PUBLICATIONS	0	0.00	0.00	0.00	0.00	0.00
101-45500-42310 NEWSPAPERS	852	0.00	389.48	744.40	107.60	87.37
101-45500-42500 REPAIR & MAINTENANCE	1,500	181.13	401.00	3,954.45 (2,454.45)	263.63
101-45500-42600 SUPPLIES & MATERIALS	10,000	327.70	4,584.55	5,073.24	4,926.76	50.73
101-45500-42661 POSTAGE	1,800	0.00	984.17	0.00	1,800.00	0.00
101-45500-42690 MINITEX FEES	4,800	354.63	1,709.05	1,431.82	3,368.18	29.83
101-45500-42691 DATABASE SYS UPDATE	350	0.00	0.00	0.00	350.00	0.00
101-45500-42692 PERIODICALS	5,000	0.00	443.01	299.50	4,700.50	5.99
101-45500-42693 E-BOOKS/AUDIO BOOKS	17,161	255.40	11,580.72	7,787.77	9,373.23	45.38
101-45500-42700 TRAVEL, CONF & DUES	1,700	0.00	300.00	300.00	1,400.00	17.65
101-45500-42800 UTILITIES	34,131	2,635.24	16,528.70	15,118.68	19,012.32	44.30
101-45500-42830 UTILITIES-WATER/SEWER	800	348.65	140.45	512.35	287.65	64.04
101-45500-42902 COMPUTER SOFTWARE	215	0.00	160.00	160.00	55.00	74.42
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	0.00	0.00	0.00
101-45500-42904 COMPUTER EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-42920 WORKSTUDY	500	0.00	0.00	0.00	500.00	0.00
101-45500-42930 ATRIUM	3,600	0.00	0.00	0.00	3,600.00	0.00
TOTAL CURRENT EXPENSES	82,409	4,102.75	37,221.13	35,382.21	47,026.79	42.93
CAPITAL OUTLAY						
101-45500-43400 FURNITURE & EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-43420 BOOKS	45,300	773.39	25,039.11	18,529.36	26,770.64	40.90
101-45500-43421 AUDIO-VISUAL	15,000	0.00	6,520.57	3,191.62	11,808.38	21.28
101-45500-43440 COMPUTER HARDWARE	1,700	0.00	0.00	1,510.00	190.00	88.82
TOTAL CAPITAL OUTLAY	62,000	773.39	31,559.68	23,230.98	38,769.02	37.47
TOTAL LIBRARY	709,388	40,654.84	330,957.95	351,296.75	358,091.25	49.52
=====						
TOTAL EXPENDITURES	709,388	40,654.84	330,957.95	351,296.75	358,091.25	49.52

Date	Tran	Reference	Description	Amount
Vendor Name : DIRECT DIGITAL CONTROL INC				
05/19/2020	A50161	CHK: 182948	PROGRAMMING DOORS	130.00
02/19/2020	A45570	CHK: 181791	REPAIRS	239.75
			2 records	369.75
Vendor Name : G_R CONTROLS, INC				
04/07/2020	A47934	CHK: 182381	REPAIRS @ LIBRARY	2,558.00
			1 records	2,558.00
Vendor Name : GOLDEN WEST TECHNOLOGIES				
04/21/2020	A48659	CHK: 182653	QUARTERLY ALARM MONITORING	89.97
01/22/2020	A44190	CHK: 181525	SECURITY MONITORING THRU 3/31	89.97
			2 records	179.94
Vendor Name : MIDWEST ALARM COMPANY INC				
02/19/2020	A45554	CHK: 181839	ALARM MONITORING	81.00
05/19/2020	A50146	CHK: 182997	ALARM MONITORING	81.00
			2 records	162.00
Vendor Name : O'CONNOR COMPANY				
06/02/2020	A50568	CHK: 183169	IGNITION CONTROL	181.13
			1 records	181.13
Vendor Name : PRAIRIE FIRE SOLUTIONS LLC				
05/05/2020	A49531	CHK: 182861	ANNUAL FIRE SPRINKLER INSPECTI	200.00
			1 records	200.00
Vendor Name : TESSIER'S INC				
02/19/2020	A45422	CHK: 181902	RTU REPAIRS @ LIBRARY	303.63
			1 records	303.63
			10 records	3,954.45

Date	Reference	Description	Amount
Vendor Name : AMAZON CAPITAL SERVICES			
06/16/2020	CHK: 183223	FACE MASKS	44.10
05/19/2020	CHK: 182908	HAND SANITIZER GEL	33.52
05/19/2020	CHK: 182908	KEYBOARD CAP COVER	95.15
3 records			172.77
Vendor Name : AMERIPRIDE SERVICES INC			
02/19/2020	CHK: 181750	MATS	75.11
03/03/2020	CHK: 181949	MATS	63.30
04/07/2020	CHK: 182311	MATS	66.49
05/19/2020	CHK: 182910	MATS	66.49
4 records			271.39
Vendor Name : BOOK SYSTEMS INC			
02/19/2020	CHK: 181766	PATRON CARDS	1,380.00
1 records			1,380.00
Vendor Name : DEMCO INC			
04/07/2020	CHK: 182357	BOOK JACKET COVERS	175.34
03/17/2020	CHK: 182155	LABEL PROTECTORS	126.15
03/03/2020	CHK: 181978	LABELS,LABEL PROTECTORS	119.94
04/07/2020	CHK: 182357	LABELS,MINI POSTER SET,PROTECT	109.37
4 records			530.80
Vendor Name : FIRST NATIONAL BANK OMAHA			
06/23/2020	CHK: 183416	CREDIT	307.72CR
02/20/2020	CHK: 181933	DIGITAL CONTROLLER	312.72
02/20/2020	CHK: 181933	EARBUD HEADPHONES	137.50
06/23/2020	CHK: 183416	INDEX CARDS	15.80
4 records			158.30
Vendor Name : INNOVATIVE OFFICE SOLUTIONS LL			
03/17/2020	CHK: 182173	BINDER INDEXES,PAPER	98.54
04/07/2020	CHK: 182421	JUMBO CLIPS,TIME CARDS	23.60
02/19/2020	CHK: 181816	MAILER,BINDER,LABELS,MOUSE	96.45
02/19/2020	CHK: 181816	MAILERS	55.25
02/04/2020	CHK: 181656	PAPER,BOOK TAPE	129.50
04/07/2020	CHK: 182421	POST-IT PADS,PAPER,PENS	59.11
01/22/2020	CHK: 181530	RIBBONS,CALENDAR	19.64
03/17/2020	CHK: 182173	RUBBER STAMPS	42.00
03/17/2020	CHK: 182173	TAPE	47.96
9 records			572.05
Vendor Name : JCL SOLUTIONS			
05/19/2020	CHK: 182973	AIR FRESHENER	69.20
03/03/2020	CHK: 182007	BOWL CLEANER,TRASH BAGS	56.64
2 records			125.84
Vendor Name : JONES SUPPLIES			
06/16/2020	CHK: 183300	DISPENSER,FOAM SANITIZER	62.64
03/03/2020	CHK: 182008	FACIAL TISSUE,ROLL TOWELS	47.95
06/02/2020	CHK: 183143	FLOOR STAND W/TRAY	73.00
04/07/2020	CHK: 182428	LINERS	33.50
06/02/2020	CHK: 183143	PAPER TOWELS	22.80
03/03/2020	CHK: 182008	TOILET TISSUE,PAPER TOWELS	60.30
01/22/2020	CHK: 181533	TOILET TISSUE,PAPER TOWELS,	84.64
7 records			384.83
Vendor Name : MENARD'S INC			
04/07/2020	CHK: 182456	3.5 GPF DIAPHRAGMS	43.98
02/19/2020	CHK: 181834	PLEDGE,TILE ADHESIVE	11.98
06/16/2020	CHK: 183314	RIVET,DRILL BIT,ALUM ANGLES	79.27
04/07/2020	CHK: 182456	TAPE,CLEANER,VACUUM BREAKER KI	18.97
02/19/2020	CHK: 181834	TRASH CAN	14.97

Date	Reference	Description	Amount
03/03/2020	CHK: 182019	TRASH CAN	14.97
06/02/2020	CHK: 183155	VELCRO,RIVETS,TRAY LINERS,TOWE	27.43
7 records			211.57
Vendor Name : MINITEX			
03/03/2020	CHK: 182027	BARCODE LABELS	213.00
1 records			213.00
Vendor Name : MUTH ELECTRIC INC			
02/19/2020	CHK: 181851	REPLACE BALLAST @ LIBRARY	144.22
1 records			144.22
Vendor Name : NAPA AUTO PARTS			
05/05/2020	CHK: 182852	SWITCH,CONNECTOR	34.79
1 records			34.79
Vendor Name : RUNNINGS SUPPLY INC			
04/21/2020	CHK: 182718	BELT	6.19
1 records			6.19
Vendor Name : SD-SUPPLEMENTAL RETIREMENT PLA			
04/24/2020	CHK: 182775	JACQUELINE HESS RETIREMENT	45.00
1 records			45.00
Vendor Name : SHOWCASES			
02/04/2020	CHK: 181712	DVD CASES	96.13
02/04/2020	CHK: 181712	DVD CASES	214.92
2 records			311.05
Vendor Name : STAPLES			
06/02/2020	CHK: 183186	THANK YOU BAGS	18.36
1 records			18.36
Vendor Name : STURDEVANT'S AUTO PARTS			
05/05/2020	CHK: 182879	DOOR LOCK ACTUATOR	43.99
1 records			43.99
Vendor Name : TESSIER'S INC			
03/17/2020	CHK: 182258	REPAIRS @ LIBRARY	131.13
1 records			131.13
Vendor Name : THUNE TRUE VALUE HARDWARE			
06/02/2020	CHK: 183191	AIR SPRAY,LEMON PLEDGE	13.47
06/02/2020	CHK: 183191	BLUE TAPE	14.97
03/17/2020	CHK: 182260	DOOR STOPS	6.98
03/17/2020	CHK: 182260	LYSOL WIPES,CLOROX WIPES	14.97
06/16/2020	CHK: 183381	PLEXIGLASS	256.00
06/02/2020	CHK: 183191	SAND BELT,AERATOR	7.58
04/07/2020	CHK: 182558	SPACKLING	3.99
7 records			317.96
58 records			5,073.24



Phone: (412) 428-0098
 Fax: (928) 222-7279

Quote 0030672



Quoted 1/18/2019

Traf-Sys Inc.
 190 Industry Drive
 Pittsburgh, PA 15275

Bill To

City of Mitchell
 612 North Main Street
 Mitchell, SD 57301

Ship To

City of Mitchell
 612 North Main Street
 Mitchell, SD 57301

Purchase Order	Ship Via	FOB	Reference	Entered By	Sales rep	Terms
	UPS Ground			TGF 1/18/2019	TGF	Net 30

Product	W/H	Description	Ordered	Price	Amount
System is hosted, existing client, adding entrance. Entrance name: Rear Door. Customer to provide network settings, install cabling, and install sensor(s). Traf-Sys to schedule remote calibration once settings have been received, equipment has been shipped, and customer has installed cabling and sensor(s). To place the order, contact Ty Franke at 812-340-0113 or tfranke@trafsys.com. Pricing valid for 30 days. Sales tax (where applicable) added to final invoice.					
Eclipse1	aMAIN	Eclipse Video People Counter POE	1.00 Ea	900.00 Ea	\$900.00
Calibration per Unit	aMAIN	Calibration per Unit	1.00 Ea	100.00 Ea	\$100.00
Shipping & Handling		Shipping & Handling	1.00 Ea	20.00 Ea	\$20.00

Sub-total \$1,020.00

Please make all checks payable in U.S. Dollars to Traf-Sys, Inc.

Total \$1,020.00

NOTE: Customers outside of NY, OH and PA are responsible for any and all reportable sales and use tax

Bylaws of the Mitchell Public Library Board of Trustees.

Adopted: November 10th, 2003. Revised and adopted: 12/8/09. Revised and adopted: 4/9/2014. Revised and adopted: 10/19/16.

Article I—Name:

This organization shall be called the “Board of Trustees of the Mitchell Public Library” existing by virtue of the provisions of Chapter 14-02 of the South Dakota Codified Laws as currently in effect, and exercising the powers and authority and assuming responsibilities delegated to it under the said statute.

Article II—Trustees.

Section I. Appointment and terms of members. The governing body shall appoint five competent citizens’ representative of the population of the local governmental unit. One of the citizens will be appointed for one year, two for two years and two for three years and annually thereafter reappointments or new appointments shall be a term of three years or to fill an unexpired term. In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the Public Library Board of Trustees during the member’s term of office. Trustees can serve no more than 3 consecutive 3-year terms.

Duties of trustees. Each board member of the Public Library Trustees shall:

- (1) Appoint a Director of the Library to serve at the pleasure of the board;
- (2) Adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the Library and the use of public library materials;
- (3) Prepare and submit an annual report to its governing body;
- (4) Adopt a final annual budget for its governing body;
- (5) Meet at least once during each quarter of the year;
- (6) Prepare and submit an annual report to the South Dakota State Library on such forms as may be provided by the State Library.

Article III—Officers.

Section 1. The officers shall be a chairperson and a vice-chairperson, elected by secret ballot from among the appointed trustees at the annual meeting. The Library Director shall serve as secretary to the Board of Trustees.

Section 2. The officers shall serve a term of one year and can be re-elected for another year from the annual meeting at which they are elected until their successors are duly elected. Vacancies in office shall be filled by election at the next regular meeting of the Board of Trustees to fill unexpired terms in the same position.

- Section 3. The chairperson will preside at all meetings of the board, authorize calls or e-mails for any special meetings, appoint all committees, execute all documents authorized by the Board, shall certify all bills approved by the Board and generally performs all duties associated with that office.
- Section 4. The Vice-Chairperson shall, in the absence of the Chairperson, exercise that chairperson's duties.
- Section 5. The secretary shall keep a true and accurate record of all proceedings of the board meeting; shall issue notices of all regular and special board meetings; shall have custody of the minutes and other records of the Board; shall notify the Mayor of Mitchell of any vacancies on the Mitchell Public Library Board of Trustees.

Article IV—Meetings.

- Section 1. The Board of Trustees shall meet at the Library on the second Wednesday of each month at 4:30 p.m. or as such time as agreed to by the Board.
- Section 2. The annual meeting, which shall be held for the purpose of election of officers, shall be held at the time of the regular meeting in July of each year. The annual budget shall be reviewed and approved at this meeting.
- Section 3. The order of business for regular meetings shall include, but not limited to the following items which shall be covered in the sequence shown as circumstances will permit:
- a) Roll call of members.
 - b) Reading and approval of the previous minutes.
 - c) Report of the Director of the Mitchell Public Library
 - d) Financial report of the library and approval of bills.
 - e) Reports of committees.
 - f) Communications & correspondence.
 - g) Unfinished business.
 - h) New business.
 - i) Public presentation to, or discussion with, the Board.
 - j) Other business.
 - k) Adjournment.
- Section 4. Special meetings may be called by the Chairperson, or at the request of four members for the transaction of business as stated in the call for the meeting.
- Section 5. All Mitchell Public Library Board of Trustees' meetings shall be open to the public, except herein provided. Executive or closed meetings may be held for the sole purpose of considering a student, employee and personnel matters, however any official action concerning such matters shall be held only upon a majority vote of the members of such body present and voting. Nothing in this act shall be construed to prevent an executive or closed meeting, Federal or State Constitution of the Federal and State Statutes require or permit it. Notification of each meeting shall be made to each member from the Secretary of the Board.
- Section 6. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person. A quorum may be established by any combination of members present, in person or participating telephonically or by other electronic means.

Section 7. Conduct of the meeting: Proceedings shall be conducted in a manner complying with generally accepted rules of parliamentary procedure.

Article V—Library Director and staff.

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall appoint and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for adequate and proper selection of library materials in keeping with the stated policy of the Board for the efficiency of the library service to the public and for its financial operation within the limitations of the budgeted appropriations. The Library Director shall serve as secretary to the Board and shall prepare and submit all reports requested by the Board required by law; shall issue notice of all regular meetings; shall have custody of the minutes and other records of the board; shall be responsible for maintaining a complete set of minutes and other records on permanent file at the Library; shall together with the Chairperson, certify all bills approved by the Board and notify the Mayor of Mitchell and vacancies of the Board. The Director shall attend all board meetings, serving as secretary, except those at which the Director's appointment, salary, or performance is to be discussed or decided.

Article VI—Committees.

- Section 1. The Chairperson shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered discharge upon the completion of the purpose for which it was appointed and after the final report to the Library Board.
- Section 2. All committees shall make a progress report to the Library Board at each of its meetings.
- Section 3. No committee shall have other than advisory powers, unless, by suitable action of the Board, it is granted specific power to act.

Article VII—General.

- Section 1. Any affirmative vote of the majority of the all members of the Board present at the time shall be necessary to approve any action before the Board. The Chairperson may vote upon and may move or second a proposal before the Board.
- Section 2. These bylaws may be amended by a simple majority of the members present at any regular meeting that has a quorum, provided that the amendment was state in the call for the meeting, which was mailed or e-mailed to the members at least two weeks before the meeting.
- Section 3. Any rule or resolution of the Board whether contained in these bylaws or otherwise may be suspended temporarily in connection with the business at hand, but which four (4) of the members of the Board shall be present and two-thirds or those present shall approve.



Library Policy Changes During Coronavirus Pandemic

Phase 1: Library Closed to public, but providing services:

- Curbside pick-up will be provided
- Digital offerings provided by the Mitchell Public Library and other sources will be promoted
- Summer Reading Program will be offered through READSquared (purchased by South Dakota State Library) virtual programs, and “to go kits”.

Phase 2: Limited Opening (beginning May 25)

Adjusted Hours of Operation:

- Monday -Friday 10:00 AM – 4:00 PM
- Saturday 10:00 AM- 2:00 PM
- 10:00 AM – 11:00 AM reserved for high risk patrons
- Curbside pick-up is available from 2:00 PM – 5:50 PM Monday- Friday & 2:00 -3:50 PM on Saturday. (See Curbside Pick-up)
- Summer Reading Program will be offered through READSquared (purchased by South Dakota State Library) and with other online methods and curbside pick-up activity kits.

Facility Changes

- Entry is restricted to the west entryway.
- Staff will be required to wear facial coverings when working in public spaces or when interacting with the public.
- Phones, pens, and pencils will not be provided for public use.
- The community rooms will not be available for the public to rent or use.
- The Archive room is available by appointment.
- The book sale room is closed to the public.
- The teen room is closed to the public.

Patron Guidelines

- Patrons are asked to follow social distancing guidelines (6 feet distance, per CDC guidelines).
- Patrons are encouraged to wear face masks in the library, and are asked to follow the CDC guidelines for personal hygiene including frequently washing hands.
- Patrons are asked to use hand sanitizer before entering main library area.
- Patrons are asked to limit visits during the public open hours to 30 minutes. Patrons may check out books and/or use computer. Other activities are not allowed in the library building.
- No lingering in the library, external hallways, or doorways
- Anyone under the age of 16 must be accompanied by a parent or guardian and remain within 6 feet of the parent or guardian.
- One (1) person or family allowed in each aisle (maximum)
- Patrons are asked to follow directional signage in aisles.
- Curbside is encouraged to limit number of people in building.
- Any book or item touched by patron must be returned by patron to a designated bin for quarantine.

High Risk Individuals

- The Mitchell Public Library will be open from 10:00 am - 11:00 am for high risk individuals to enter the building and use the collection on the days the library is open.
- High risk individuals are also encouraged to utilize curbside pick-up for their reading needs.

Access to Computers/Electronics

- Available computers will be placed 6 feet apart.
- Patrons should call ahead to register for an open computer.
- Computer use is limited to 30 minutes, one time per day.
- Only one patron allowed at each computer (anyone under the age of 16 must be with parent or guardian while at the computer).
- Computer peripherals will be cleaned after each use.
- Printing and copying are available, but a 6-foot distance must be maintained during all transactions.
- Computer assistance will be available in a limited capacity.

Periodicals

- Newspapers and magazines will be unavailable to the public.

Curbside Pickup

How the service works:

1. Visit our online catalog and place a hold on an item. (Directions will be provided for patrons.) Staff will be alerted of the holds and will collect the materials. Phone requests are available as needed.
 - Curbside requests are limited to 10 available items per card
 - Staff will notify you if any materials are unavailable
3. A staff member will call and let you know when your items are ready.
4. Pickup is available from 2:00 pm to 5:50 pm Monday- Friday or 2:00 – 3:50 PM on Sunday (Special arrangements can be made for pick-up)
4. When you arrive at the Library, please return your current materials to the book deposit on the East side of the building. Return to your vehicle and call the library at 605-995-8480. Please tell us your name and that you are here to pick-up your library materials.
5. Library staff will bring your materials to your vehicle.

Quarantine of Library Materials

The Northeast Document Conservation Center (NEDCC) recommends a 72-hour quarantine of collection items as the safest way to disinfect items handled by patrons. All materials will be quarantined for a minimum of 72 hours (3 days).