



Board of Trustees Meeting Agenda
Mitchell Public Library: 221 N. Duff, Mitchell SD 57301
Date: July 21, 2020
Time: 4:30 PM

1. Call To Order

2. Roll Call

3. Tour Of Mitchell Public Library Facilities

4. Approval Of The Agenda

5. Approval Of The Minutes

Documents:

[LIBRARY DRAFT MINUTES 7.1.2020.PDF](#)

6. Director's Report

7. Financial Report & Approval Of Bills

8. Committee Reports

9. Communication & Correspondence

10. Unfinished Business

11. New Business

A. Designation Of Second Signatory On The Board Of Trustees Account

B. Action To Set Monthly Meeting Date/Time For The Board Of Trustees

12. 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.

13. Board Input

14. 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.



Mitchell

Library

7/1/2020 - Minutes

1. Call To Order

Board Member Steve Rice called the meeting to order at 5:06 PM. Board members welcomed newly appointed members Diana Goldammer and Emma DeVos.

2. Roll Call

The following members were present: Steve Rice, Ann Temple, Diana Goldammer, Emma Devos, Dennis Nath, and Deb Everson. Also present were staff members Jessica Pickett, Community Services Director; and Stephanie Ellwein, City Administrator.

3. Approval Of The Agenda

Motion by Temple, seconded by Goldammer to approve the agenda. All members voting "Aye". Motion carried.

4. Election Of Officers For The Board Of Trustees

Due to the appointment of new board members, the Board of Trustees opened up nominations for Chair & Vice-Chairperson of the Board. Motion was made by Rice, seconded by Nath to nominate Anne Temple as Chairperson of the Board of Trustees. There being no additional nominations, a motion was made by Rice seconded by Nath to cast an unanimous ballot for Anne Temple as board chairperson. All members voting "Aye". Motion Carried.

Motion by Everson, seconded by Temple to nominate Dennis Nath as Vice-Chairperson of the Board of Trustees. There being no further nominations, a motion was made by Temple, seconded by Rice to cast an unanimous ballot for Dennis Nath as Vice-Chairperson of the Board of Trustees. All members voting "Aye". Motion Carried.

5. Approval Of The Minutes

Board members reviewed the minutes from the June 16 and June 22 special meetings. Motion by Temple, seconded by Nath to approve the minutes with corrections made. All members voting "Aye". Motion carried.

6. Director's Report

Board members reviewed the statistical report for May. It was noted that what may be presented in future reports may be directed after the new Library Director starts on July 20. Motion by Rice, seconded by Everson to approve the report as presented. All members voting "Aye". Motion carried.

7. Committee Reports

No committee reports were presented.

8. Communication & Correspondence

Sheila Slayter presented a summary of the Friends of the Library event that was recently held titled "Art in the Yard"; and presented the board of trustees with a \$500 donation to be earmarked for future children's programs at the library in the Board of Trustees Account.

9. Financial Report & Approval Of Bills

Motion by Rice, seconded by DeVos to approve the financial report. All members voting "Aye". Motion carried.

10. Unfinished Business

A. Consideration Of Customer Count Software.

Board members requested that this item be moved to the regular July meeting for continued discussion. Staff will also review potential for grant funds to cover this expense.

B. Addition Of Wireless Access Points For Public WiFi

Board members requested that this item be continued to the next meeting for additional review and consideration. Staff will also review potential for grant funds to cover this expense.

11. New Business

A. Designation Of Signatory On The Board Of Trustee Account

Motion by Rice, seconded by Everson to remove James Taylor and to designate Anne Temple as a signatory on the Board of Trustees Account. All members voting "Aye". Motion carried. It was requested that this item be brought back to the July meeting to add a third signatory and to change Jessica Pickett to the Library Director who will be on staff at that time.

B. Review Of Bylaws

Board members reviewed the bylaws of the Trustees. Section IV of the bylaws state that the board shall meet at 4:30 PM on the second Wednesday of the month at 4:30 PM. To change this it has to be agreed to by the full board, which will require action in a public meeting. Chairperson Temple requested that Staff add this item for board action on the Special Meeting scheduled for July 21, at 4:30 PM. The board also reviewed potential changes to Section 3 of the bylaws to make the format more consistent with public meeting requirements.

C. Review/Updates To Reopening Policies

Staff reviewed two change requests received for the current library operating policies. The first was a request to reopen the book sale room.

Motion was made by Rice, seconded by Temple, to approve restarting booksales effective July 6, 2020 in an alternate location. Tables will be set up in the hallway, versus the smaller book sale room. All members voting "aye". Motion Carried.

The Board will continue the computer use policy as-is; but will revisit the time limit at the next board meeting.

12. Board Input

Board member Rice reported that he had two emails from citizens commenting on they were happy that the library has reopened.

13. Adjournment

There being no further business, Chairperson Temple declared the board adjourned at 6:10 PM. The next meeting will be held at 4:30 PM on July 21 at the Mitchell Public Library.