

Mitchell Public Library Board of Trustees Meeting Agenda
August 20, 2019, 4:30 p.m.--Council chambers, Mitchell City Hall.

1. Call To Order

Flemmer
Margheim
Rice
Sivik
Taylor
Temple

Guests:
Jessica Pickett, Community Services Director

2. Approval Of The Minutes

Documents:

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

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

September 17, 2019, 4:30 p.m.-- Council Chambers--Mitchell City Hall.

4. Financial Report

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

Documents:

[FINANCIAL REPORT FOR AUGUST 2019.PDF](#)

5. Communication & Correspondence

6. Unfinished Business

1. Goals--continued discussion.
 - a. Professional services search update.
 - b. Enhanced status.

Documents:

[GOALS--JUNE 2018 TO DECEMBER 2019.PDF](#)

7. New Business

1. SDLA conference.
2. Purchase of Acquisitions Module for Atrium.
3. Election for Vice-President.

8. Board Input

9. Citizen's Input

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

10. 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, July 16th, 2019.

The Mitchell Public Library Board of Trustees met on Tuesday, July 16th, 2019, at 4:30 p.m. in Council Chambers at Mitchell City Hall. Board President Sivik called the meeting to order at 4:40 p.m.

Members present: Nath, Rice, Sivik, Taylor, Temple.

Members absent: Margheim.

Guests: Jessica Pickett, Community Services Director.

Minutes. The minutes of the June 2019 meeting were approved. **M/S/P**—Temple, Nath.

Financial report. The Trustees report and monthly budget statement was approved. **M/S/P**—Temple, Nath.

Director's report. The Director's report was approved as given. In addition to the statistical report, the following information was given. It was a successful Summer Reading Program. Over 1,600 people attended programs for adults and children.

The Dairy Queen Story Time was very positive. Between 35 -50 people attended.

Luke McCullough, Library Technician/Circulation Assistant resigned his position and will be leaving on Friday, August 9th. He will be studying philosophy at the University of Strasbourg in Strasbourg, France.

Unfinished business. Goals were discussed. The goals of setting up a Library Foundation and re-establishing the Friends of the Library group have been moved up to the completed list.

The topic of developing a separate family Children's Library is now at the front of the list.

New business. The Library Board was given a list of items to be sent to surplus.

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

AM Best Co., Inc. 194.95; Ameripride Services, Inc. 76.32; Baker & Taylor 1,363.22; Better Containers, MFG, Co. 283.15; Blackstone Publishing 140.79; Stu Campbell 60.64; Center Point Large Print 89.28; City of Mitchell 191.10; Demco Inc. 70.84; Gale 549.53; Grey House Publishing 1,158.00; Gumdrop Books/Central Programs 16.99; Information Today 301.53; Ingram Library Services 208.25; Innovative Office Solutions 310.28; JCL Solutions 184.80; Jones Supplies 132.52; Cynthia Meinen 69.80; Mid-America Books; 268.30; Mitchell Technical Institute 29.12; Overdrive Inc. 2,033.99; Penworthy 237.48; Recorded Books 832.20; Salem Press 196.58; SD Magazine 25.00; Sebco Books 160.83; Thune True Value Hardware 22.97; Yankton Daily Press & Dakotan.

There being no further business, the meeting adjourned at 5:30 p.m. The next regularly scheduled meeting will be held on Tuesday, August 20th, 2019, at 4:30 p.m. in Council Chambers at Mitchell City Hall.

Jackie Hess
Secretary

Goals—June 2018 to December 2019

Accomplishments—2017 through May 2018.

- Reviewed and amended the Internet policy.
- Revised the meeting room policy
- Successfully integrated Public School students in grades 6-12 with ID cards.
- Eliminated fines.

Goals—June 2018 to December 2019 completed.

- Complete Active Shooter Policy. **Completed date: June 2018.**
- Amend and review the Issuing Library Cards Policy. **Completion date: August 2018.**
- Review and amend the Collection Development Policy. **Completion date: August 2018.**
- Review and amend Gifts policy for donations. **Review date: August 2018. Completion date: August 2018.**
- Develop and create Fees policy. **Review date: September 2018. Completion date: November 2018.**
- Review and amended overdue notice policy. **Review date: September 2018. Completion date: November 2018.**
- Set up a Library Foundation. **Completion date: July 2019.**
- Re-establish the Friends of the Library Group. **Completion date: July 2019.**

Goals—June 2018 to December 2019.

- To evaluate and make recommendations regarding current and future use of space for library tasks, library patrons, and library programming in order to better match progressive library services, space and resources to the community's needs, interests and priorities including the possibility of creating a dedicated children's library and also a coffee area which are objectives prioritized by the Library Board. This is at the top of the list. **Completion date: December 2019.**
- Build a succession plan for a new Library Director. Current Director will prepare a binder listing, daily, monthly, and yearly tasks. **Review date: October 2018. Completion date: December 2018.**
- Establish home-bound program for shut-ins using the Mitchell Volunteer program in addition to the assisted living facility and the retirement home. **Completion date: 2019.**
- Assign a staff person to coordinate a comprehensive publicity plan for the Library including a quarterly newsletter. **Completion date: 2019**
- Public survey regarding library services. **2019.**

- Upgrade Library to “Enhanced” status according to South Dakota State Library accreditation standards.

On-going and 5-year goals.

- Review of ILS system. **2019.**
- Review at least 1 public program each year.
- Electronic stations for Makerspace and check-out station.
- Develop 1 unique program for adults every 2 months. Facebook survey can be created to provide feedback.
- Review operating procedures.
- Provide training for employees when necessary.
- Develop a quarterly newsletter.