



# Mitchell

---

## Library

3/15/2022 - Minutes

### 1. Call To Order

*Board President Temple called the meeting to order at 5:00 p.m.*

### 2. Roll Call

*The following members were present in person: Ann Temple, Emma DeVos, Deb Everson, Diana Goldammer, and Steve Rice. Board member Dennis Nath attended via Zoom. Also present were Kevin Kenkel, Library Director; Jean Patrick, Children Services Librarian; and Zack North, Adult Services Librarian.*

### 3. Approval Of The Agenda

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

### 4. Approval Of The Minutes

*Board members reviewed the minutes from the January 26, 2022 board meeting. Motion by DeVos, 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 January and February 2022. Kenkel noted increased circulation and increased wireless network sessions for these two months. DeVos asked about the library's participation in this summer's First Friday events. The library will participate in the May, June, and July First Fridays to promote summer programs. Motion by DeVos, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.*

### 6. Financial Report & Approval Of Bills

*Board members reviewed the February 2022 bank statement and financial reports for January and February 2022. Motion by Rice, seconded by DeVos, to approve the March 2022 financial reports. All members present voted "Aye". Motion passed.*

### 7. Business Items

#### A. Action To Approve Funding Requests For March 2022

*Kenkel presented two funding requests. The first was for additional support for the Bookopoly Winter Reading Challenge due to higher than expected participation. Library staff members requested \$245.50 to purchase 175 bookbags to distribute to participants. These bags will also promote the library. The second request was for \$150 to pay for Financial Literacy Month speakers in April. Motion by Goldammer, seconded by Rice, to approve these two funding requests. All members present voted "Aye". Motion passed.*

## **B. Discussion Of Easter Weekend Hours (Possible Action Item)**

*Kenkel proposed that the library be closed Saturday, April 16 for the Easter weekend. The city provides a half-day holiday on Friday, April 15. Board members asked questions about providing notification to the public. Motion by Everson, seconded by Rice, to approve the library being closed Saturday, April 16. All member present voted "Aye". Motion passed.*

## **C. Action To Approve Capital Improvements Proposal**

*Kenkel presented a capital improvements spending proposal of four projects: shelving end panels and signage in the amount of \$27, 838.51. shelving for a board game collection in the amount of \$829.00, reupholstering four armless lounge chairs for \$1,520.00, and creating an outdoor seating area for \$4,000.00. Kenkel informed board members that a two-phase project for adding end panels was investigated, but not recommended due to higher material and installation costs. Alternatively, pricing for having installation completed by city employees was obtained. This option was also not recommended because factory warranties would be voided if installation is not completed by certified installers. For the outdoor seating/landscaping project a more involved concept was considered, but due to overall costs and snow removal considerations, a simpler project was proposed to the board.*

*Board members asked questions about timelines and expected future receipts and expenditures. Kenkel stated that these projects will take several months to accomplish. He also stated that with future receipts the board bank account will remain above the target of \$75,000.*

## **8. Committee Reports**

*There were no committee reports.*

## **9. Board Input**

*DeVos asked if the board is required to meet monthly. A discussion ensued regarding the required meeting schedule. Kenkel stated that having monthly meetings provides more flexibility with funding requests, but that library staff members can plan ahead. Goldammer suggested that the board could provide some type of funding mechanism to allow Kenkel to approve reasonable funding requests if the board doesn't meet in a given month. Kenkel will research other SD library board meeting schedules. Goldammer asked that an agenda item be placed on next month's meeting to discuss and approve granting spending authority to Kenkel.*

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

*No citizen's input was given.*

## **11. Adjournment**

*The next board meeting is scheduled for April 19, 2022 at 5:00 p.m. in City Council chambers. There being no further business, President Temple declared the meeting adjourned at 6:05 p.m.*