

Meeting of the Mitchell Public Library Board of Trustees, Wednesday, January 10, 2018, 4:30 p.m., Mitchell Public Library.

The Mitchell Public Library Board of Trustees met on Wednesday, January 19, 2018, at 4:30 p.m., in the Director's Conference Room at the Mitchell Public Library. Board Vice-President Sivik called the meeting to order at 4:40 p.m.

Members present: Flemmer, Rice, Sivik, Taylor.

Members absent: Margheim.

Guests: Jessica Pickett, Community Services Director, Justin Johnson, City Attorney.

Minutes. The minutes of the December 13, 2017 board meeting were read and approved.

Financial report & bills. A motion was made to accept the following reports: Trustees funds, Monthly budget statements from the City and the list of the current monthly bills. **M/S/P**—Rice, Flemmer.

Director's report. The Director's report was approved as given. In addition to the statistical report, the following information was provided to the Library Board. Donations totaling \$ 535.00 was given to the Library in January. The cost to replace the railing damaged toward toward the end of the year was \$ 995.00. A copy of this document is at City Hall. Library staff met on Friday, January 5th, 2018. Items discussed were;

- The elimination of fines prior to the migration to Atrium. Everyone was in agreement that these fines should be eliminated.
- Eliminating fines for children. The staff suggested that perhaps reading off their fines would be a better idea. Fear of keeping library materials out for indefinite period of time was the main concern.
- There were issues with patrons changing barcodes who used Overdrive. E-books that were checked out under the old barcode did not transfer to the new barcode. A program to merge the barcodes is now being used to resolve the problem.
- Staff asked if law enforcement could come to the Library from 6-8 p.m. A group of teenager, once leaving the Teen Room, either loiter at either end of the library, inside or outside. Patrons have commented on the foul language and are hesitant to go through the group of teenagers to get to the main library. Staff commented on the possibility of putting a "No Loitering" sign at each entrance.
- The staff discussed kids still waiting for rides at closing time. These children have called for rides at least 30 minutes before closing but are still waiting for their rides when the Library closes. Even though the Library's policy for unattended children says that law enforcement may be called, some of the children who are left know them all too well. The staff decided that they will wait a reasonable amount of time with them.
- The Children's Librarian is working on a brochure for parents with small children. Will present final draft when it is finished.

A letter was presented to the Library Board announcing the retirement of Linda Rishling, Technology Support and Circulation Services Assistant. She will be retiring after 20+ years. A retirement event will be held for her on Friday, March 9, 2018, from 3 to 5 p.m. Her last official day of work will be Saturday, March 10, 2018.

Committee reports. The Marketing and Events Committees did not meet last month.

Unfinished business. A recap of the December Food for Fines was given to the Library Board.
Fines received: \$ 409.61
Fines waived: \$ 462.14
Food items donated to Mitchell Food Pantry: 121
Weight of food items: 107 lbs.

New business.

Removal of fines and fees prior to conversion to Atrium was discussed. Some of these fines and fees are very old, and may even have been transferred from the older system, PALS. These fines are not defensible. The Library Board agreed with eliminating the fines although no formal motion was made at the time.

Eliminating all library fines and fees was discussed. Discussion ensued as to how to get the word out. Facebook, radio, newspaper were mentioned. Projected time for announcement will be during National Library Week, which will be the 2nd week in April. More discussion will take place at the February 2018 board meeting. Information on the impact of eliminating fines in communities across the country was handed out to the Library Board.

A simplified version of the Computer Use policy was presented to the Library Board. There were some suggestions for changes in the wording. No formal motion was made to accept the simplified policy.

The Computer Use policy was discussed. A copy of the policy was sent to Justin Johnson, City Attorney for clarity and to simplify the language. The Library staff will get a copy of the policy to add their comments or to ask further questions about the documents. The Library Board will vote on the policy at next month's meeting.

The Library held its first Saturday Story Time. It was held on January 13, 2018, from 10:30 to 11:00. There were a total of 75-80 people, half of which were of Story Time age. January 27, February 10 and February 24 are the next scheduled Story Time programs. Evaluation of the program will be held after February 24. If numbers are good, it may become a permanent program for children.

The Library will be hosting, "Mr. Lemoncello's Library Olympics" at the Library on Saturday, February 24, from 2-3 p.m. It is a fun library-based children's event based on Christ Grabenstein's book, "Mr. Lemoncello's Olympics. The Community Room and the Children's Area will be used for the event.

Bills. The following bills were approved for payment.

2017. African American Center 292.10; Ameripride Services, Inc. 62.75; Blackstone Publishing 263.47; Brown & Saenger 917.72; Center for Western Studies 27.00; Center Point Large Print 89.28; Demco, Inc. 493.90; Gale 249.66; Grey House Publishing 179.10; Ingram Library Services 2,683.14; Junior Library Guild 1,244.40; Library Furniture 2,322.00; Midwest Fire & Safety 45.00; Northwestern Energy 3,112.17; OCLC 359.45; Omnigraphics, Inc. 202.23; Overdrive, Inc. 5,717.13; Penworthy 285.69; Rowman & Littlefield Publishers 194.35; S & P Global Marketing Intelligence 627.00; Scholastic Library Publishing 553.80; Thune True Value Hardware 113.97; Walmart Community 348.00; World Book, Inc. 999.00.

2018. American Library Association 300.00; Centurion Technologies 160.00; Grey House Publishing 179.10; Penguin Random House 26.25; Sturdevant's Auto Parts 9.56.

There being no further business, the meeting adjourned at 5:50 p.m. **M/S/P**—Rice, Flemmer. The next regularly scheduled meeting is set for Wednesday, February 14, 2018, at 4:30 p.m. in the Director's Conference Room at the Mitchell Public Library.

Jackie Hess
Library Director