

Mitchell Public Library Board of Trustees meeting--Tuesday, November 20, 2018. Mitchell City Hall in Council Chambers.

The Mitchell Public Library Board of Trustees met on Tuesday, November 20, 2018, at 4:30 p.m. in Council Chambers at Mitchell City Hall. Board president Sivik called the meeting to order at 4:37 p.m.

**Members present:** Flemmer, Rice, Sivik, Taylor.

**Members absent:** Margheim, Temple.

**Guests:** Jessica Pickett, Community Services Director

**Minutes.** The minutes of the October 24, 2018 meeting were read and approved. **M/S/P—**Taylor, Flemmer.

**Financial report.** The Financial report was read and approved. **M/S/P—**Rice, Taylor.

**Director's report.** Ada Morales and Jim Fowkes were hired as part-time library assistants. They replace Anessa Klumb and Jenna Jamison.

A representative from Kanopy, a film-streaming service contacted the Director offering a trial period for their service. This will be discussed under New Business at the next board meeting.

The Director was instructed to contact Billie Kelly to see if there were any videos on dealing with difficult people through Safety Benefits, Inc.

The number of cards issued to Middle and High School students had not been updated and will be made available at the next meeting.

The Library Board discussed the downward trend of computers hours at the Library and future direction of computer versus tablet and other devices and Broadband public access at the Library.

The Director's report was approved as given.

**Communication and correspondence.** A thank you card was sent to the Library by the Mitchell Area Garden Club. They thanked the Library for the use of the meeting room.

**Unfinished business.** Goals for June 2018 through 2019 were discussed. 3 items were added: The Library will create and sent out a public survey on library services in 2019. A community meeting will be held next year concerning library space. Upgrading the Library's status to "Enhanced" according to the South Dakota State Library's accreditation standards. This item will be under "New business" for the next meeting. The Library Director will provide the Trustees with the criteria necessary to advance to the next level.

The Library's newsletter, Facebook posts, website updates and assignment to a specific employee as a specific duty.

Discussion on progress of meeting goal to have a properly publicized special event 6 times a year or every 2 months.

The Overdue library policy and library fees policy were listed as completed. The overdue materials policy was approved. **M/S/P**—Taylor, Rice.

Children's Furniture. In discussing another revision to the furniture, the Director was instructed to have the Children's Librarian order the furniture that was voted previously on and approved.

The Director will contact the City's Finance Officer and reconcile the City's balance in the Trustee Account to the Bank's balance in the Trustee account. Will report at the next Board meeting.

The Director will contact IT regarding a secured "City" wireless connection and an unsecured "Library Patron" wireless connection so the public doesn't have to obtain a password to connect to WIFI. A report will be given at the next meeting.

The Director will contact IT about the Library's bandwidth. May need better service to meet public and staff needs.

The Trustees were given a copy of their term limits. They instructed the Director to see if there was a more current copy. This will be discussed under Unfinished Business at the next meeting.

The Trustee budget will be put under Unfinished Business for the next meeting.

#### **New business.**

The Trustees discussed moving one of the cameras from the outside to the hallway inside. The Director will contact IT to see if this is possible.

The Library Directors job description will be moved to Unfinished Business for the next meeting.

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

Ameripride Services 70.52; Apple Books 803.97; Baker & Taylor 5,773.63; Bender's Sewer Cleaning 190.00; Blackstone Audio 136.80; Stu Campbell 45.48; Center Point Large Print 89.28; Creative Product Source, Inc. 574.59; EBSCO Information Services, Inc. 5,450.05; Gale 1,273.30; Ingram Library Services 38.18; Innovative Office Solutions 297.20; JCL Solutions 283.80; Menard's Inc. 21.95; Midwest Alarm Company 78.00; Mitchell Telecom 64.95; Northwestern Energy 2,241.87; OCLC Inc. 341.81; Omnigraphics, Inc. 202.23; Overdrive, Inc. 3,028.80; Penguin Random House, Inc. 26.25; Recorded Books 610.09; Scholastic Library Publishers 523.90; SD State Historical Society 200.00; SDHS Press 77.44; Smart Apple Media 598.67; 467.91; Tessier's Inc. 167.50; Thune's True Value Hardware 9.77.

There being no further business, the meeting adjourned at 6:08 p.m. The next regularly scheduled meeting will be on Tuesday, December 18, at 4:30 p.m. in Council Chambers at Mitchell City Hall.

Jackie Hess  
Secretary