

Meeting of the Mitchell Public Library Board of Trustees, Tuesday, May 15, 2018.

The Mitchell Public Library Board of Trustees met on Tuesday, May 15, 2018, at 4:30 p.m. in the Director's Conference Room at the Library. Board President Sivik called the meeting to order.

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

Members absent: Rice.

Guests: Jessica Pickett, Community Services Director, Michelle Bathke, City Finance Officer.

Next meeting date: June 19, 2018, 4:30 p.m. –Director's Conference Room, Mitchell Public Library.

Financial report. The Trustee Account, the monthly city budget and the bills were discussed. There was a discrepancy between the monthly income and the balance sheet. The Director was instructed to investigate. A motion was initially made by Margheim and seconded by Flemmer to approve the financial report. An amendment was made by Taylor and seconded by Flemmer to amend the motion to include a report on the reconciled statement and monthly income. Margheim agreed to the amendment and the motion passed.

Director's report. The Director's report was given. In addition to the statistical report, the following information was given to the Trustees. Library staff went over the 3 summer reading programs. The Director worked with the City Administration and a member of the Public Safety department on loading agendas and attaching files to the City's website. Ken Jones from Library Furniture, International came to the Library on Friday, May 11th to measure the library's shelving for end panels and caps. Estimates will be sent to the Director. This is to be included in the 2019 budget.

Communication and Correspondence. The digitized copies of the Notre Dame and Mitchell High School have arrived. The discs also include yearbooks from the Carnegie Resource Center that the Library does not own. The Library Board wanted this service publicized.

Unfinished business. The damaged railing was discussed. Bailey Welding has the railing and has to find the time to install it.

New business. A printout of goals for 2017 was provided to the Library Board in order to develop goals for 2018.

The following goals listed in 2017 have been completed in the last half of 2017 and the first few months of 2018:

- Reviewed and amended the Internet policy.
- Revision of meeting room policy.
- Integrated Public School students in grades 6-12 with ID cards.
- Eliminated fines.

Goals for June 2018 to May 2019.

- Complete Active Shooter policy for Library. (June 2018)
- Review and amend the Issuing Library Cards policy. (July 2018)
- Review and amend the Collection Development policy. (August 2018)
- Review and amend Gifts Policy for donations. (September)
- Build a succession plan when replacing Library Director. Document will contain yearly, monthly, and daily tasks. (December)
- Edit fees policy.
- Generate income through foundation grants, etc. Establish Library Foundation and Friends of the Library. No date set.
- Investigate developing a separate family Children's Library. Find a consultant to determine fees. Prepare a RFP to send out. (Oct.-Nov.)
- Assign staff person to post events on City's Website calendar.
- Develop a quarterly newsletter.
- Start providing books to shut-ins.
- Provide 1 unique program for adults in addition to the regular programs. A survey on Facebook and City's website can provide feedback.

2019 Budget. The 2019 budget was presented to the Library Board. The budget will be finalized and voted on at the June Board meeting.

Annual report to the State for 2017. This report was presented to the Library Board. This is a requirement of the State Library that every public library submit a report. Every library that submits the report is eligible for the new Summer Reading Program binder and library grants.

Honorariums for Summer Reading Program Presenters. A list of local presenters for the Summer Reading Program was given to the Library Board. A honorarium of \$50.00 per session and mileage (if necessary) would be given to the presenters. The Library Board approved a motion to pay the honorarium of \$50.00 per session. The funds will come from the Trustees.
M/S/P—Taylor, Margheim.

Board input. The Library Board instructed the Director to create a budget for the Trustees. In future board meetings, the Director was instructed to provide all documents in 1 file when submitted to the Agenda Center on the City's Website.

Executive session. A motion was made by Margheim and seconded by Taylor to go into executive session for personnel at 6:30 p.m. The Library Board came out of executive session at 6:35 p.m. with motion by Margheim and seconded by Taylor. **Action taken.** The Library Board approved the hiring of Luke McCullough for the Library Technician/Circulation Assistant position.

Bills. The following bills were approved for payment. Ameripride Services, Inc. 62.75; Baker & Taylor 1,057.82; Blackstone Publishing 69.90; City Directories 459.00; Demco, Inc. 189.49; Gale 488.05; Ingram Library Services 46.66; Innovative Office Solutions, LLC 305.74; JCL Solutions 343.50; Librarian's Choice 256.67; Matthew Bender & Co. Inc. 50.00; Menard's Inc. 59.18; Michael Frederick 20.00; Mitchell Telecom 64.95; OCLC Inc. 658.90; Overdrive Inc. 130.00; Penguin Random House Inc. 30.00; Recorded Books Inc. 377.62; Rowman & Littlefield Publishing 94.72; Scholastic Library Publishing 216.00; SD State Historical Society 48.00; Smart Apple Media 317.34.

Meeting adjourned at 6:40 p.m.

Jackie Hess, Secretary