



## Mitchell Public Library Board of Trustees Meeting

8/17/2021 - Minutes

### 1. Call To Order

*Board President Ann Temple called the meeting to order at 5:02 p.m.*

### 2. Roll Call

*The following members were present in person: Ann Temple, Dennis Nath, Emma DeVos, Deb Everson, Diana Goldammer, and Steve Rice. Also present were Kevin Kenkel, Library Director, and Jean Patrick, Children's Librarian.*

### 3. Approval Of The Agenda

*Motion by Goldammer, seconded by Rice to approve the agenda. All members present voting "Aye". Motion carried.*

### 4. Approval Of The Minutes

*Board members reviewed the minutes from the July 20, 2021 board meeting. Motion by DeVos, seconded by Everson to approve these meeting minutes. All members present voting "Aye". Motion carried.*

### 5. Financial Report & Approval Of Bills

*Board members reviewed the July 2021 financial reports and bank statement. Motion by Nath, seconded by Rice to approve the July 2021 financial reports. All members present voting "Aye". Motion carried.*

### 6. Director's Report

*Board members reviewed written reports and monthly statistics for July 2021. Kenkel informed board members that in future months the mix of statistics reports will change so board members will not have to go through so many reports. Board members expressed no concerns with this. Motion by Rice, seconded by Nath to approve the director's report. All members present voting "Aye". Motion carried.*

### 7. Business Items

#### A. Action To Approve Updated Bylaws

*Board members reviewed the updated Bylaws. Motion by Nath, seconded by Everson to approve the changes to the Bylaws. All members present voting "Aye". Motion carried.*

#### B. Action To Approve Library Survey

Board members reviewed the updated needs assessment survey developed by the library staff. Kenkel informed the board that he will find out if the City of Mitchell has a Survey Monkey account. If so, the survey will be conducted using that tool. The survey will run for approximately a month. Board members would like to have results before budget hearings. Motion by Rice, seconded by Goldammer to approve the needs assessment survey. All members present voting "Aye". Motion carried.

### **C. Action To Approve Library Card Contest**

Board members reviewed the rules drafted for this upcoming contest. Board members made a few edits to the contest rules. The decision was made to allow only one entry per person. Kenkel will contact art teachers at schools in Davison County to request that they encourage their students to participate in the contest. Library staff will determine how to accept digital submissions. Motion by Goldammer, seconded by Rice to approve this contest making up to \$400 available for prizes. All members present voting "Aye". Motion carried.

### **D. Action To Approve Funding Requests**

Kenkel presented five funding requests to the board.

1. \$75 - \$150 for thank you gifts for Summer Reading Program volunteers.
2. \$10 - \$20 for thank you gifts for Summer Reading Program occasional volunteers.
3. \$225 - \$300 for Summer Reading Program Prizes for "Champion" Tails & Tales readers.
4. \$277 for "Read for the Record" Day - October 28, 2021.
5. \$940 for a POS system.

Motion by Rice, seconded by Goldammer to approve up to \$1,750 in funding for these five requests, with the expectation that monetary prizes will be in the form of "Mitchell Bucks". All members present voting "Aye". Motion carried.

### **8. Committee Reports**

No committee reports were presented.

### **9. Board Input**

No Board Input was presented.

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

No citizen's input was given.

### **11. Adjournment**

There being no further business, President Temple declared the meeting adjourned at 6:07 p.m.  
The next Board meeting is scheduled for September 21, 2021 at 5:00 p.m. in City Council chambers.