



8/18/2020 - Minutes

**1. Call To Order**

*Board President Ann Temple called the meeting to order at 5:00 pm.*

**2. Roll Call**

*The following members were present: Ann Temple, Steve Rice, Deb Everson, Diana Goldammer, and Emma Devos. Board member Dennis Nath was excused. Also present were staff members Kevin Kenkel, Library Director and Jessica Pickett, Community Services Director.*

**3. Approval Of The Agenda**

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

**4. Approval Of The Minutes**

*Board members reviewed the minutes from the July 21 meeting. Motion by Goldammer, seconded by Rice to approve the minutes with corrections made. All members voting "Aye". Motion carried*

**5. Director's Report**

*Kenkel reported on the following items:*

- *The updated report on library statistics and usage.*
- *The purchase of a lightly used receipt printer. Staff and patrons appreciate the new format.*
- *The library has implemented a service provided by the SD State Library to monitor and report on the library's wireless network usage. The service is called WhoFi. Kenkel distributed a WhoFi report for the first five days using the service.*
- *Kenkel submitted an entry for the Mitchell Public Library to the 211 Helpline Center service.*
- *Library staff submitted a grant application July 31 to the State Library for funding to help purchase technology. The application was not awarded.*
- *The SD Humanities Council has CARES Act grant funding available. The library plans to submit an application by the August 31, 2020 deadline.*
- *Kenkel discussed and demonstrated the Newspaper Archive database that includes the Mitchell newspapers from 1885 - 1977. He plans to bring a request for subscribing to this database to next month's board meeting.*

*Motion by Rice, seconded by Everson to accept the Director's Report. All members voting "Aye". Motion carried.*

**6. Financial Report & Approval Of Bills**

*Board members discussed the Expenditures Report and submitted bills. Board members discussed the of purchase wireless networking equipment to extend the library's wireless network to the parking lot. Motion by Rice, seconded by Goldammer to accept the finance report as presented, to approve payment of bills within previously established limits for summer programming, and to move forward on the research and purchase of wireless networking equipment costing up to \$3,000 to extend the wireless network to the library parking lot with the understanding that this wireless equipment will be purchased by either grant funds or Trustee funds. Motion carried. Board members requested that future Financial Reports include the balance of the Trustee's bank account.*

**7. Committee Reports**

*No committee reports were presented.*

**8. Communication & Correspondence**

*No communication or correspondence were presented.*

**9. Unfinished Business**

*No unfinished business as discussed.*

**10. New Business**

**A. Designation Of Third Signatory On The Board Of Trustees Account**

*Motion by Rice, seconded by Goldammer to designate Dennis Nath, Board Vice President, as a third signatory on the Board of Trustees Account. All members voting "Aye". Motion carried*

**B. Plan For Part-Time Staff**

*The Board discussed the plans for re-employing part-time staff employees. The Board decided to wait another month before considering bringing part-time staff back to work on a regular basis. Board members requested that Kenkel develop a plan for phased reopening of the library that includes a re-employment plan of part-time staff. This plan will be discussed at next month's board meeting.*

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

*No citizen input was offered.*

**12. Board Input**

*Board President Temple commented on the August 8 article in the Mitchell Republic about Kenkel beginning as library director.*

**13. Executive Session In Accordance With SDCL 1-25-2 (1).**

*Motion by Rice, seconded by Everson to enter into executive session. All members voting "aye". Motion Carried. Board President Temple declared the board out of executive session at 6:55 PM with no action taken.*

**14. Adjournment**

*There being no further business, President Temple declared the board adjourned at 6:55 PM. The next meeting will be held at 5:00 PM on September 15 at Mitchell City Hall in the council chambers.*

*Respectfully submitted by Kevin Kenkel, Library Director.*