

## **Mitchell Public Library Board of Trustees meeting, Tuesday, September 21, 2018.**

The Mitchell Public Library Board of Trustees met on Tuesday, September 21, 2018, at 4:30 p.m. in the Director's Conference Room at the Mitchell Public Library. Board President Carolyn Sivik called the meeting to order at 4:32 p.m.

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

**Members absent:** none.

**Guest:** Jessica Pickett, Community Services Director.

Ann Temple was welcomed as a new Trustee. Ms. Temple was appointed by Mayor Everson at the City Council meeting the previous evening.

**Minutes.** The minutes of the July 2018 Library Board meeting were approved. **M/S/P**—Margheim, Rice.

**Financial Report.** The Financial Report was approved as given. **M/S/P**—Flemmer, Margheim.

**Unfinished business.** The Library Card Policy was up for discussion and possible adoption. The policy was adopted subject to the changes discussed. **M/S/P**—Margheim, Taylor.

The proposed 2019 budget for the Library Board of Trustees account was presented to the Board. The Library Board instructed the Director to provide a history of income and expenses dating back to 2016. The topic was tabled until the September meeting.

Goals 2018-2019. Goals listed for July 2018 through December 2019 were reviewed. Items that were completed were placed in the "Completed" list. An easy way to keep track of what had already been accomplished. The remaining goals listed will contain the review month first and the completion date second.

Children's furniture was discussed. The matter was tabled until the September meeting.

**New business.** The updated circulation policy was presented to the Library Board. It was approved as presented. **M/S/P**—Taylor, Margheim.

The updated Collection Development Policy was presented to the Library Board. The policy states how and with what resources the Library Director and/or designee uses to purchase library materials. The policy was approved with the recommended changes. **M/S/P**—Taylor, Rice.

The Gifts Policy was included in the Collection Development Policy and was also approved.

Publicity plan for the Library was discussed but no action was taken.

The Library's first newsletter is set to come out in September. The Director is confirming programs to add to the newsletter before it is published.

The budget for 2019 from the City of Mitchell was presented to the Library Board. Discussion followed but no formal action was taken.

Elections of President and Vice-President of the Library Board were held. Carol Sivik was elected President and Carli Flemmer was elected Vice-President.

**Board input.** Sivik asked the Director to inform the Library Board about a workshop taking place in Minneapolis on September 21<sup>st</sup>. It is sponsored by Library Journal. It is open to library directors who are looking to make physical changes in their library such as making the best possible use of existing space. Consultants will be on hand to assist in this process. The Library Board instructed the Director to attend the workshop.

**Bills.** The following bills were approved for payment. Ameripride Services 128.50; Baker & Taylor 1,018.90; Blackstone Publishing 127.97; Book Systems, Inc. 3,395.00; Carson Industries, Inc. 99.95; Center Point Large Print 89.28; Demco Inc. 56.40; Gale 1,273.39; Golden West Technologies 125.00; Information Today, Inc. 301.53; Ingram Library Services 27.49; Innovative Office Solutions, LLC 83.52; JCL Solutions 219.24; Menard's Inc. 97.08; Midwest Alarm Company, Inc. 78.00; Mitchell Telecom 64.95; Northwestern Energy & Communications 2,706.40; OCLC Inc. 1,171.26; Overdrive, Inc. 1,803.99; Penguin Random House, Inc. 86.25; Reader's Den 113.94; Recorded Books, Inc. 1,160.07.

**Set the date for the next meeting.** September 25<sup>th</sup>, 2018, at 4:30 p.m. in the Director's Conference Room at the Mitchell Public Library.

**Adjournment.** There being no further business, the meeting adjourned at 6:10 p.m. The next regularly board meeting will be on Tuesday, September 25<sup>th</sup>, 2018, at 4:30 p.m. in the Director's Conference Room at the Mitchell Public Library.

Jackie Hess, Secretary