



# Mitchell

---

## Library

9/15/2020 - 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, Dennis Nath, Steve Rice, Deb Everson, Diana Goldammer, and Emma DeVos. Also present were staff members Kevin Kenkel, Library Director; Jessica Pickett, Community Services Director; Jean Patrick, Children Services Librarian; and Zack North, Technology Services - Circulation Assistant.

### 3. Approval Of The Agenda

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

### 4. Approval Of The Minutes

Board members reviewed the minutes from the August 18, 2020 meeting. Motion by Nath, seconded by Everson to approve the minutes. All members voting "Aye". Motion carried.

### 5. Director's Report

Kenkel reviewed written reports included in the agenda. He distributed an updated "Mitchell Public Library Dashboard Summary" with corrected amounts in the Revenue totals. Kenkel updated the board members on the status of the full-time position. Upon receiving two signatures of approval, which are expected yet this week, the HR department will begin advertising the Adult Services Librarian position. Motion by Rice, seconded by DeVos to accept the Director's Report. All members voting "Aye". Motion carried.

### 6. Financial Report & Approval Of Bills

No bills were submitted for approval. Board members reviewed the August budget reports. Kenkel apologized for not including the August statement for the Board of Trustees bank account. He will forward that to board members within 24 hours. Motion by Rice, seconded by Nath to accept the financial report. All members voting "Aye". Motion carried.

### 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. Action To Approve Proposal To Subscribe To Newspaper Archive Database. (Action Item)

Board members reviewed usage statistics of the Newspaper Archive database trial. Kenkel discussed how this database will allow for staff duties to be changed. Motion by Rice, seconded by Everson to approve using Board of Trustees funds to subscribe to the "Central U.S. Collection" of the Newspaper Archive database for one year. All members voting "Aye". Motion carried.

**B. Action To Approve Funding Request For Children's Programming (Action Item)**

*Jean Patrick, Children Services Librarian, presented on the library's proposals for conducting a "Storywalk" on Main Street in October, participating in the "Read for the Record" nation-wide program October 29, and rewarding young readers who achieved far beyond the expectations of the library's reading programs. The library requested the following funding amounts from the Board: \$35 for the Storywalk, \$120 for the Read for the Record, and \$210 for rewarding young readers who participated in the "1000 Books Before Kindergarten" and the library's summer reading programs. Motion by Goldammer, seconded by Rice to approve the library director and library staff to spend up to \$450 from the Board of Trustees bank account to fund these three activities. All members voting "Aye". Motion carried.*

**C. Proposal For Expanding Services And Re-Employing Part-Time Staff. (Action Item)**

*The Board discussed the proposal for re-employing part-time employees and expanding library hours and services. Motion by Rice, seconded by Nath to re-call the two part-time employees beginning the week of October 5, 2020. All members voting "Aye". Motion carried. Board members requested an update at the next Board meeting in October regarding hiring for the open full-time position.*

**D. Review Of COVID-19 Library Policies.**

*Board members reviewed the COVID-19 Library Policies. It was noted that the Board of Trustees cannot require face masks unless the city council requires face masks in all city buildings. Kenkel recommended changing the patron guideline on wearing face masks from "Patrons are encouraged to wear face masks in the library" to "Patrons are expected to wear face masks in the library". Motion by Goldammer, seconded by DeVos to approve this wording change.*

**E. Technology Report (Information Item)**

*Zack North, Technology Services - Circulation Assistant, presented to board members regarding the library's development of a technology plan. Library staff created a report of the library's current technology and technology trends in libraries. This report includes an inventory of all technology in the library. Library staff intend to continue developing this document into a full technology plan to be presented for approval at a future board meeting. No action was taken.*

**F. By-Laws Edits (Information / Possible Action Item)**

*Kenkel reviewed reviewed proposed amendments to the Bylaws of the Mitchell Public Library Board of Trustees. Board members recommended additional updates and directed Kenkel to include these additional changes in the draft which will be reviewed at the October meeting of the Board. No action was taken.*

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

*No citizen input was offered.*

**12. Board Input**

*No Board input was offered.*

**13. Adjournment**

*There being no further business, President Temple declared the board adjourned at 6:34 PM. The next meeting will be held at 5:00 PM on October 20 at Mitchell City Hall in the council chambers.*