



Mitchell

Library

9/20/2022 - Minutes

1. Call To Order

Board President Nath called the meeting to order at 5:00 p.m.

2. Roll Call

The following members were present in person: Dennis Nath, Diana Goldammer, Deb Everson, Steve Rice, and Ann Temple. Board member Emma DeVos was excused. Also present were Kevin Kenkel, Library Director; Jean Patrick, Children's Librarian; and Rachel Soulek, Circulation Assistant.

3. Approval Of The Agenda

There were no changes to the agenda. Motion by Rice, seconded by Goldammer, to approve the agenda. All members present voted "Aye". Motion passed.

4. Approval Of The Minutes

Kenkel informed Board members that the minutes from the July 27, 2022 meeting included in the agenda were not complete. Somehow the fully completed minutes did not save, so the minutes for items 7.B. through 11 were missing. Kenkel submitted updated minutes at the meeting. Motion by Goldammer, seconded by Temple, to approve the July 27, 2022 minutes as amended. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for August 2022. Kenkel introduced Rachel Soulek to Board members. He informed the Board that a reporter from the Argus Leader interviewed Jean Patrick, Ada Morales, and a parent who brings her child to many library programs for children. The reporter interviewed the three regarding the library's bilingual story times. Kenkel also informed Board members that Board member Temple completed three hours of CPR training. This brings the total training hours to just over 15 for the year. This meets the training requirement for library accreditation through the State Library for the "Essential" level. Kenkel is working to submit the application for accreditation. Jean Patrick provided additional information regarding her report to the Board. Motion by Rice, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval Of Bills

Board members reviewed the August 2022 bank statement and financial reports. Motion by Temple, seconded by Rice, to approve the financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Action To Approve Funding Requests For September 2022

Kenkel presented three funding requests. The first was for \$1,193.00 to pay the year's subscription for the Newspaper Archives database. This should be the last year that the Board would need to pay for this database because the amount for the database should be included in the library's 2023 budget. Motion by Rice, seconded by Everson, to approve paying the Newspaper Archives subscription for 2022 in the amount to \$1,193.00.. All members present voted "Aye". Motion passed.

The second funding request was for \$525 to purchase acrylic sign holders for range finders on the new shelving end panels. Kenkel explained that when the end panels were installed he realized that these range finder sign holders were not included in the project. Even though he had communication with the sales rep about range finder sign holders, there was misunderstanding about whether these were actually included in the project bid. Motion by Goldammer, seconded by Temple, to approve \$525.00 to purchase range finder sign holders. All members present voted "Aye". Motion passed.

The third funding request was for \$300 for an adult craft night program to held at "Your Shop" on Main Street in October. Board members wondered if the fee from Your Shop is a per person fee or a lump sum fee. Motion by Goldammer, seconded by Rice, to approve this funding request with the stipulation that the library be charged a per person cost. All member present voted "Aye". Motion passed. NOTE: Kenkel confirmed with Zack North that Your Shop will charge the library a per person fee, not a lump sum fee.

B. Discussion Regarding Outdoor Seating Area

Board members discussed the two quotes received for metal benches that are the same as benches located in the Corn Palace Plaza. Another option for the outdoor seating area would be to purchase concrete benches similar to ones installed in city parks. Concrete benches would cost significantly less. Board members came to a consensus of preferring the more economical option of purchasing concrete benches. Kenkel will consult with the Parks Department to purchase such benches. Remaining SDHC ARPA grant funds will be used to purchase two additional replacement public computers.

8. Committee Reports

There were no committee reports.

9. Board Input

Board member Goldammer asked about renewing SDLA memberships for Board members. Kenkel will work to accomplish this.

Board member Goldammer asked about the possibility of the Library Board sponsoring a little free library somewhere in town as a service. President Nath asked Kenkel to research the process of establishing such an installment and the possibility of placing a little free library near the Corn Palace.

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

No citizen's input was given.

11. Adjournment

The next Board meeting is scheduled for November 15, 2022 at 5:00 p.m. in City Council chambers. This meeting time may be changed due to schedule conflicts. The Board will have a training session October 18, 2022 at 5:00 p.m. at the Mitchell Public Library.