



## Mitchell Public Library Board of Trustees Meeting

9/21/2021 - Minutes

### 1. Call To Order

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

### 2. Roll Call

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

### 3. Approval Of The Agenda

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

### 4. Approval Of The Minutes

*Board members reviewed the minutes from the August 17, 2021 board meeting. Motion by Everson, seconded by Goldammer to approve these minutes. All members present voting "Aye". Motion carried.*

### 5. Director's Report

*Board members reviewed written reports and monthly statistics for August 2021. Motion by Goldammer, seconded by Rice to approve the director's report. All members present voting "Aye". Motion carried.*

### 6. Financial Report & Approval Of Bills

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

### 7. Business Items

#### A. FY2022 Budget Discussion

*Kenkel met with the mayor, city administrator, and city finance officer September 9. Kenkel informed board members that the mayor's proposed 2022 budget to city council for the library will maintain 2021 funding levels. Of all the additional requests in the library's 2022 budget request, additional funding for part-time employees is Kenkel's priority. This will be important for staffing all the hours the library is open and allowing librarians time to plan and offer programming. Board members discussed how to approach upcoming budget hearings with the City Council. Board member DeVos has agreed to represent the library at budget hearings to tell the library's story.*

## **B. Review Of Needs Assessment Survey**

*Board members reviewed results from the needs assessment survey and discussed how to increase the number of responses. Board members suggested that a notice be published in the weekly Chamber newsletter and have a PSA (i.e., public service announcement) run on local radio stations. The goal is to receive closer to 150 survey responses.*

## **C. Action To Approve New Library Policy**

*Board members reviewed the draft "Unattended / Vulnerable Persons" policy. Board members expressed concerns with the current draft and asked that it be re-written. No action was taken.*

## **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 6:31 p.m. The next Board meeting is scheduled for October 19, 2021 at 5:00 p.m. in City Council chambers.*