



# Mitchell

## Library

Mitchell Public Library Board of Trustees

11/16/2021 - Minutes

### 1. Call To Order

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

### 2. Roll Call

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

### 3. Approval Of The Agenda

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

### 4. Approval Of The Minutes

*Board members reviewed the minutes from the October 19, 2021 board meeting. Motion by Goldammer, seconded by Rice to approve these minutes. All members present voting "Aye". Motion carried.*

### 5. Director's Report

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

### 6. Financial Report & Approval Of Bills

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

### 7. Business Items

#### A. Determine Committee Members For Library Card Design Contest

*Kenkel asked that a board member be appointed to serve on a task force along with Zack North and Allerie Loof to select winners for the library design contest. Board member Everson volunteered and was subsequently appointed to serve on this task force.*

#### B. Action To Approve Funding Requests For November 2021

Kenkel presented a funding request in the amount \$250 to purchase more reading incentive prizes for children. Motion by Goldammer, seconded by DeVos to approve this funding \$250 funding request. All members present voting "Aye". Motion carried.

### **C. Upcoming Holiday Schedule (Action Item)**

With the upcoming Christmas holiday in December falling on a Saturday, Kenkel informed the board that the library will be closed that day. The library staff doesn't expect many patrons to visit the library on Sunday afternoon, December 26. Therefore, Kenkel proposed that the library be closed that Sunday. Board members asked about the following Sunday, January 2, 2022. Kenkel informed board members that library staff are hopeful that there will be patrons who make New Year's resolutions to visit the library more, so we plan to be open that afternoon. Motion by Goldammer, seconded by Everson to approve that the library be closed Sunday, December 26, 2021. All members present voting "Aye". Motion carried.

### **D. Action To Approve New Policy**

Board members reviewed the proposed new "Library Rules of Conduct" policy. Kenkel informed the board that the city attorney had reviewed this draft and approved it. Kenkel pointed out one grammatical error that he noticed earlier in the day and proposed a correction to the policy. Motion by Goldammer, seconded by Rice to approve the "Library Rules of Conduct" policy as corrected. All members present voting "Aye". Motion carried.

## **8. Committee Reports**

No committee reports were presented.

## **9. Board Input**

Board member Rice informed the board that the city council approved the city's 2022 budget with the inclusion of the additional \$14,000 for library part-time staff.

Board member Everson commented that she recently visited the library and saw the new "New Book" display area. She thinks it is a big improvement over our previous new book display.

## **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, Vic President Nath declared the meeting adjourned at 5:38 p.m. The next Board meeting is scheduled for December 21, 2021 at 5:00 p.m. in City Council chambers. Board member DeVos requested a Zoom option for the December meeting.