



11/17/2020 - Minutes

1. Call To Order

Board President Ann Temple called the meeting to order at 5:01 pm.

2. Roll Call

The following members were present in person: Ann Temple, Steve Rice, Deb Everson, Diana Goldammer, and Emma DeVos. Board member Dennis Nath attended telephonically. Also present was Kevin Kenkel, Library Director.

3. Approval Of The Agenda

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

4. Approval Of The Minutes

Board members reviewed the minutes from the October 20, 2020 board meeting. Motion by Goldammer, seconded by Everson to approve the meeting minutes. All members present voting "Aye". Motion carried.

5. Director's Report

Kenkel reviewed written reports included in the agenda. Kenkel informed board members that he no longer reports to Jessica Pickett, but now reports to Stephanie Ellwein. Kenkel reminded board members that current library hours of operations will continue due to the increased number of COVID-19 cases in the community, and also due to having an open staff position. 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 budget reports and bank statement. No bills were submitted for approval. Motion by Rice, seconded by Everson to approve the financial report. All members present voting "Aye". Motion carried.

7. Business Items

A. Staffing Update

Kenkel reported that Jessica Pickett and he interviewed three candidates for the Adult Services Librarian position. They decided to promote Zackery North from Technology Services - Circulation Assistant to Adult Services Librarian. He began in this position November 16, 2020. Kenkel reported that he already submitted the request for permission to fill the position left open by this promotion. He is waiting to receive that permission. No action taken.

Board member Rice asked about the library ordering "pre-processed" books in order to save staff time. Kenkel will investigate the options for this and report back at the December board meeting.

B. CARES Act Grant Update (Informational And Possible Action Item)

Kenkel reported that equipment for expanding the library's wireless network is ready for installation. This installation needs to be done by a professional electrician due to the need to drill through the exterior of the building. The job was awarded to Bechen Electric, which submitted the low bid. Kenkel informed the board that the cost of installation was not included in the original grant budget proposal. He asked the board to consider paying this cost. Motion by Rice, seconded

by Everson to authorize spending up to \$800 from the Board of Trustees account to pay for installing this equipment. All members present voting "Aye". Motion carried.

Kenkel reported that the people counting system equipment has arrived and is ready to install. This equipment will be installed by city employees. Two new computers for public use were ordered by the city's IT department. Library staff continue to review furniture options and costs in order to submit an order before the end of November. Kenkel also plans on requesting a bid for re-upholstering some of the library's existing furniture in order to extend its use.

C. Approval Of Updated Library Mission Statement (Action Item)

Board members reviewed the proposed new mission statement for the library:

"Mitchell Public Library enriches and transforms lives by connecting people to quality information and engaging experiences."

Motion by DeVos, seconded by Rice to approve this mission statement. All members present voting "Aye". Motion carried.

D. Christmas Schedule (Action Item)

Kenkel proposed to board members that the library be closed Saturday, December 26, 2020. Library staff predict that very few people would come to the library the day after Christmas, since it falls on a Saturday. Board members agreed with this prediction. Motion by Rice, seconded by Everson to approve closing the library Saturday, December 26, 2020. All members present voting "Aye". Motion carried.

8. Committee Reports

No committee reports were presented.

9. Board Input

No board input was offered.

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

No citizen input was offered.

11. Adjournment

There being no further business, President Temple declared the meeting adjourned at 6:08 PM. The next meeting will be held at 5:00 PM on December 15, 2020 at Mitchell City Hall in the council chambers.