

EDITH B. SIEGRIST VERMILLION PUBLIC LIBRARY

THURSDAY, SEPTEMBER 18, 2014

BOARD OF TRUSTEES

6:00 PM

MONTHLY MEETING

SMALL CONFERENCE ROOM

MINUTES

ROLL CALL: Kelsey Collier-Wise; Diane Leja; Fern Kaufman; Dan Burniston; Carl Gutzman and Jon Flanagin.

OTHERS PRESENT: Larry Schou and Jane Larson

USD Professor Dr. Larry Schou presented information on the USD/City Sculpture Walk that is proposed for 2015. He reviewed committee names, insurance, locations, equipment, pedestal and financial needs. The Library's west courtyard was selected as one of the four downtown sites. At this time the committee has applied for grants to cover most of the cost. The Library will be asked for a donation after the grant requests have been determined.

On a motion by Leja, seconded by Burniston the minutes of the July 17, 2014 meeting were read and approved. All present voted aye.

The reports of the Director were reviewed and discussed. Flanagin noted that the library processes at least 600 inter-library loan requests per month and this is an example of one of the great services we offer.

On a motion by Kaufman, seconded by Gutzman the proposed expenditures for August were approved for payment. All present voted aye.

On a motion by Collier-Wise and seconded by Burniston the proposed expenditures for September were approved for payment. All present voted aye.

REPORTS:

SDLN – Larson reported that the public library directors will again be meeting in Pierre the first week of October before the SDLA Conference. Only 4 public libraries have announced their intentions to leave SDLN and purchase Atrium.

FRIENDS-Larson reported that the book sales are going great and they average about \$175 in sales each weekend.

FOUNDATION – Larson reported that the group will meet Monday and review the security system options and review the security report by the Vermillion Police Department.

UNFINISHED BUSINESS:

Flanagin inquired about VendPrint. Larson reported that VendPrint is still a work-in-progress but we are getting closer. The VendPrint software is older than our equipment and would not work properly. We are hoping to have it installed this fall. As requested, Larson will notify Board members when VendPrint is operational.

NEW BUSINESS:

Larson reminded the group that the SD State Library requires 45 hours of training for every Board member every 3 years for the Library to meet accreditation standards as a Class A Library. Larson provided info and login instructions for the Board to pursue the educational webinars to meet this requirement. Larson provided a copy of the SD Codified Laws regarding libraries to all Board members.

The close dates for the Christmas holidays were discussed. Larson will poll each Library employee to see if they are available to work on Friday, December 26th. The decision was tabled to the November Board meeting.

On a motion by Burniston, seconded by Leja, Michelle Koller was changed from Step 8 to Step 9 with a salary change from \$17.37 to \$17.72 effective October 6, 2014. All present voted aye.

On a motion by Gutzman, seconded by Kaufman the Library will participate in the USD/City Sculpture Walk provided the Board has input on the final decisions. All present voted aye.

On a motion by Gutzman, seconded by Leja the \$750.00 donation from Clay County will be deposited in the money market account. All present voted aye.

Burniston inquired about the HVAC problem in the Kozak Room. Larson will start a log of temps and issues and contact the city engineer and Johnson Controls for suggestions.

Meeting adjourned at 7:38pm

Respectfully submitted,

Jane A. Larson

Secretary for the Board

