

MINUTES

ROLL CALL: Diane Leja, Kelsey Collier-Wise, Fern Kaufman, Carl Gutzman, Dan Burniston

OTHERS PRESENT: Wendy Nilson

On a motion by Leja, seconded by Burniston, the minutes of the January 21, 2016 meeting were read and approved. All present voted aye.

On a motion by Collier-Wise, seconded by Kaufman, the February proposed expenditures were approved. All present voted aye.

There was no official director's report as Jane is on extended sick leave. Wendy reported that Jane is improving each day and is hoping to be home sometime in March with a return to work planned. On a motion by Kaufman and seconded by Gutzman, the board gave its permission for Jane to use all paid leave until such time as she has a doctor's note to return to work.

REPORTS:

SDLN – We have no updated information regarding the new ILL system or the use of the courier.

FRIENDS – Nilson reported that the Friends continue to offer monthly book sales.

FOUNDATION – No report.

OLD BUSINESS:

Wendy Nilson, Shelly Koller and Diane Leja formed a panel to interview prospective applicants for the On-Call Library Clerk position. Royce Miller was hired and started his training last week. The mayor would like Kelsey (Royce's spouse) to continue as the City Council liaison to the Library Board. She will recuse herself if any issues come up that may be a conflict of interest.

The staff appreciation dinner will be held at Red on February 26th at 6:00 pm.

Wendy reported that the donation to the library from Clay County was \$2,000 quarterly. Wendy asked Jane Larson about where this money typically was placed. On a motion by Kaufman and seconded by Burniston, the quarterly donations will be deposited in the money market account.

Susan Heggstad checked with local vendors about purchasing a video camera, but Dakota PC doesn't carry these items. Therefore, after talking with a videographer at USD, and getting past Library Board approval, she will be purchasing a camera, SD card and tripod for a cost of less than \$300.

NEW BUSINESS:

The staff participated in a demonstration of a new computer and print management system called EnvisionWare. The last product we tried was unacceptable, thus it was never purchased. The bid for the software and install is approximately \$4,800. Staff will discuss with EnvisionWare whether they offer a trial period. On a motion by Burniston and seconded by Collier-Wise, it was approved to purchase the EnvisionWare software. All present voted aye.

Next meeting will be Thursday, March 24th at 6:00 p.m.

Meeting adjourned at 6:40 pm.

Respectfully submitted,

Wendy Nilson
Acting Director