

EDITH B. SIEGRIST VERMILLION PUBLIC LIBRARY
BOARD OF TRUSTEES
MONTHLY MEETING

March 17, 2023
12:00 PM
Kozak Room

DRAFT MINUTES

ROLL CALL: Travis Letellier, Greg Redlin, Eric Young

ABSENT: Katy Beem, Wayne Berninger, Alexis Oskolkoff

OTHERS PRESENT: Daniel Burniston (Library Director, Secretary)

On a motion by Young, seconded by Letellier, the minutes of the February 17, 2023 meeting were approved. All present voted aye.

On a motion by Redlin, seconded by Letellier, the agenda was adopted. All present voted aye.

There were no visitors to be heard on topics not on the agenda.

On a motion by Redlin, seconded by Letellier, the Library Reports were approved. All present voted aye.

REPORTS:

Foundation – The Library Foundation is planning to set a meeting date in April and will follow up with the Director to look at dates and room availability.

Friends – The Friends of the Library reported another great sale in February raising \$880.50. The next Friends used book sale will be on April 14th and 15th from 10 am to 4 pm. The Friends have also sponsored several recent purchases including new LEGO Robotics kits, materials for the care center book club, Read Across America Day giveaway books for the event at Austin School, a photo printer and supplies for summer activities, and two new gaming consoles for use in the summer teen programming.

Annual Report presented and submitted – The Library annual report was presented to City Council and accepted on March 6th. The material was also shared with the County Commissioners on March 10th. The completed report has been submitted to the South Dakota State Library and we received confirmation it was received.

OLD BUSINESS:

None.

NEW BUSINESS:

2022 State Library Data Digest – The Library Director shared the new 2022 version of the Public Library Data Digest. This State Library Publication compiles and summarizes data from the annual public library survey on a statewide level. The Data Digest is a useful tool for highlighting the importance of public libraries, how much usage they get, and the variety of services and programs they provide. This agenda item was informational only, no action was taken.

May Annual Meeting: library board term expirations and annual election of officers - The Library Director reminded board members that May is considered the annual meeting at which offices for the current year are elected. A change in offices would necessitate updating the authorized signors on the library's bank accounts. Also, April is the last meeting for any board members whose terms are expiring. In April 2023 Alexis Oskolkoff

completes her first three-year term and Greg Redlin reaches his term limit with the end of a third three-year term. Board members interested in being reappointed for another term need to complete a new expression of interest form for consideration by the mayor and city council. The city will accept expression of interest forms via the website during April. The City Council and Mayor will make appointments at the first meeting in May. This agenda item was informational only, no action was taken.

2023 Capital Improvement Plan Updates - The Library Director reviewed the city capital improvement planning process and summarized recently completed and currently proposed projects for the library. The Library Director requested board input for any additional projects to consider for future years so they can be added to a list of projects for future consideration. This agenda item was informational only, no action was taken.

Annual Budget Preparation FY2024 - The Library Director reviewed the City of Vermillion's annual budget process. In May, the Library prepares and submits a budget request to the city administration. The Library Director requested any input from board members to assist in the preparation of a draft of the 2024 proposed budget. This agenda item was informational only, no action was taken.

Library metrics dashboard discussion – Greg Redlin and the Library Director presented a list of possible core metrics that could be tracked for use with the strategic plan review and annual evaluation. The goal would be to provide a more condensed and easier to review set of core stats monthly. Other board members present were in favor of the idea and the initial suggested list. Greg and the Library Director will meet again to work on this further and report back to the board.

The next meeting is scheduled for Friday, April 21st, 2023, at noon.

On a motion by Young, seconded by Redlin, the meeting was adjourned at 12:35 pm.

Respectfully submitted,
Daniel Burniston
Library Director