

**DRAFT MINUTES**

**ROLL CALL:**

In-person: Greg Redlin

Teleconference: Diane Leja, Gabrielle Strouse, Katy Beem, Eric Young, Kelsey Collier-Wise

ABSENT: None

OTHERS PRESENT: Daniel Burniston (In-person)

On a motion by Leja, seconded by Redlin, the minutes of the February 20, 2020 meeting were approved. All present voted aye.

On a motion by Redlin, seconded by Leja, the amended agenda was approved with the addition of new business item "Coronavirus Discussion". All present voted aye.

There were no visitors to be heard.

On a motion by Young, seconded by Collier-Wise, the reports of the Director were accepted. All present voted aye.

On a motion by Leja, seconded by Redlin, the February expenditures were approved. All present voted aye.

**REPORTS:**

**Foundation** – The six new PCs that were ordered in October 2019, that were delayed due to processor shortages, have been received.

**Friends** – Edie's Used Book Store sale was held on Friday 3/13. The Saturday 3/14 sale was canceled due to escalating concerns about COVID-19. The Friends raised \$222 on the day the sale was open. The Friends 3/26 Lunch Program has been postponed due to CDC recommendations about large groups not meeting during the COVID-19 pandemic. The event will be rescheduled for a later date. Those who purchased tickets can hold onto them for the rescheduled event.

**OLD BUSINESS:**

There was no old business on the agenda.

**NEW BUSINESS:**

The Annual Letter from the South Dakota State Librarian and the 2019 Public Libraries Data Digest Publication was shared with board members. This agenda item was informational only, no action was taken.

The Library Director shared information on a South Dakota State Library hosted training planned for Thursday, August 20<sup>th</sup>: 9:00 am-4:00 pm. The day-long training will be on the technology challenges of mid-21<sup>st</sup> century public libraries. The State Library is encouraging South Dakota public library directors, staff and other representatives, as well as local civic leaders or legislators to attend for at least the morning session when they will be sharing general strategies to plan for building out and expanding broadband within the state. The Library Director noted that he planned to attend and had also shared the information with the City Manager and County Auditor. Any board members are encouraged to attend if interested. Attendance by a library board member would count towards the library board continuing education requirement for accreditation. This agenda item was informational only, no action was taken.

The Library Director reminded board members that the May meeting is considered the board's annual meeting for the purposes of electing officers for a year long term. It is also when current terms would expire, and new terms would begin. In 2020 Diane Leja's and Greg Redlin's second term would be expiring. In line with library bylaws, both members would be eligible to serve one additional three-year term. The City will accept expression of interest forms through the end of April. The City Council and Mayor will make appointments at the first City Council meeting in May. Current board members would need to submit an expression of interest form to be considered for reappointment. This agenda item was informational only, no action was taken.

South Dakota State law requires that public libraries have bylaws establishing the board's routine and conduct of business. South Dakota public library accreditation standards require that they are reviewed at least every three years. The current bylaws were adopted in August 1987 and revised in November 2016, March 2018 and May 2019. The bylaws are comparable to those used by other libraries in South Dakota. The Library Director did not have any revisions to recommend. No other concerns about the bylaws have been expressed or identified since the last revision. On a motion by Redlin, seconded by Collier-Wise, the library board acknowledged the annual review of the library's bylaws.

In light of the evolving situation with the COVID-19 pandemic, the library board discussed an operation proposal for the next week and beyond. It was noted that:

- Vermillion School District is currently closed the week of March 23-27.
- University of South Dakota in-person classes are canceled until April 6.
- The American Library Association is recommending libraries evaluate closing.
- The South Dakota Library Association is recommending libraries evaluate closing.
- Many other South Dakota public libraries have been closed this week (March 15-21) and plan to be closed next week or longer.

For the 22<sup>nd</sup> through the 29<sup>th</sup> of March it was proposed to:

- Close the library facility to the public on March 22<sup>nd</sup> through March 29<sup>th</sup>.
- Adjust operating hours to 8 am-6 pm.
- Require Benefitted staff to report for duty and adjust their schedule as needed within these times.
- Unbenefitted part-time/temporary staff schedule suspended.
- Provide a curbside or at the door pick up service for patrons.
  - Patrons will be able to submit requests over the phone, via email or the online catalog.
  - Staff will pull materials, check them out and have them ready to be picked up at the door.
- Staff will work on offering additional online programs such as online story-time and art projects and other activities.
- Staff will promote the use of library and state library online/electronic resources.
- Staff will continue to answer the phone and respond to electronic questions.

This plan will be re-evaluated towards the end of next week. The library will proceed based on the Vermillion School District's response and recommendations from national, state and local authorities. The plan would be to remain closed for an additional week should the Vermillion School District elect to do the same. On a motion Collier-Wise, seconded by Strouse, the COVID-19 operational proposal was approved. All present voted aye.

The Library Director presented a proposal to transfer a city vehicle to the Library, purchase a cap for the truck, and to add two additional parking spaces in the rear of the library. The Library Director reviewed the way the City's equipment replacement fund works and how the library currently operates with staff using personal vehicles and getting reimbursed for mileage. A 2005 Chevrolet Colorado truck with low mileage, in good condition and well maintained will be available in 2020. The Library Director proposed a discussion with City Administration of purchasing the vehicle for the appraised value of \$1,600 which would go to the equipment replacement fund. Also proposed was the addition of a cap to the truck at an estimated cost of \$2000 and the addition of two parking spaces in the rear of the library at an

approximate cost of \$3,000-\$4,000. The total estimated cost would be \$8000. \$55,661.82 is available in the Library's saving account. Using some of these funds for this purchase would reduce the balance to approximately \$47,661.82. There would also be a payment of an annual fee from the Library Fund into the City's Equipment replacement fund. To replace the vehicle with another used vehicle from the city's inventory in five to seven years would cost an estimated \$200/year. On a motion by Redlin, seconded by Collier-Wise, it was approved to work with City Administration on the proposed addition of the vehicle, cap, and parking spaces. All present voted aye.

The library director provided a brief overview of the city's annual budget process which traditionally begins the end of May and reviewed the main components of last year's FY2020 budget request. This library director noted that with the impact of COVID-19 on sales tax revenue and many other areas, there may be additional unanticipated adjustments later in the year. This agenda item was for discussion purposes only, no action was taken.

The next meeting is scheduled for Thursday, April 16<sup>th</sup>, 2020 at noon.

On a motion by Collier-Wise, seconded by Strouse, the meeting was adjourned at 12:44 pm.

Respectfully submitted,

Daniel Burniston  
Library Director