

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

April 16, 2020
12:00 PM
Small Conference Room

DRAFT MINUTES

Due to COVID-19 this meeting was held via a zoom teleconference. The link to access the meeting online as well as a dial-in phone number were included on the posted agenda.

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

ABSENT: Greg Redlin

OTHERS PRESENT: Daniel Burniston

On a motion by Leja, seconded by Young, the minutes of the March 19, 2020 meeting were approved. All present voted aye.

On a motion by Young, seconded by Beem, the agenda was approved. All present voted aye.

There were no visitors to be heard.

On a motion by Strouse, seconded by Leja, the reports of the Director were accepted. All present voted aye.

On a motion by Beem, seconded by Young, the March expenditures were approved. All present voted aye.

REPORTS:

Foundation – The Library Foundation agreed to cover the cost of two additional wireless access points for the library. The WAPs will be located near the outside walls to project our Wi-Fi service outside to the rear of the library and into the parking lot. This update will enable community members with a Wi-Fi capable device to get online from the benches in the rear of the library or while in the parking lot. The service will help us continue to provide internet access to some of our community members while our building is closed to the public. Given that we see patrons near the entrances using devices before and after the library has opened and closed, we believe this service will also continue to be beneficial after the COVID-19 health crisis is over.

Friends – Edie’s Used Book Store sale was canceled in April due to COVID-19. A May sale is also unlikely under the current COVID-19 circumstances. Library staff has been making free bags of themed books from excess donations that the Friends do not need. These are being made available to community members at our South entrance pick-up area.

Library Card Registration - Due to COVID-19 closing public access to the library building, an online patron registration form has been created. This new option is being tested and it is hoped it will continue to be useful after the end of the health crisis.

OLD BUSINESS:

COVID-19 - The Library Director summarized that since 3/22/2020 the library has been operating under the following parameters in response to the COVID-19 public health crisis:

- The Library building has been closed to the public.
- Access to the library facility has been restricted to only staff.
- The Library has been closing evenings and weekends.
- The Library is operating a reduced schedule of Monday through Friday 8 am to 6 pm.
- All Library Staff, except for part-time/seasonal Library Clerks, are reporting for duty and modifying their schedule to work within these hours.
- Part-time/seasonal Library Clerks have not been assigned any hours while the library operates under the abbreviated schedule.
- The Library has continued to offer access to its physical collection by providing a pick-up at the door service. Patrons can place reserves for materials via our online catalog, over the phone, or via email. Library staff are pulling materials, checking them out, and having them ready for pick up in the South parking lot entrance.
- Programming staff have been working on offering virtual/online versions of programs where possible including story time, arts and crafts, and Book Chatter.
- We have been promoting access to library electronic resources.
- We have been providing a variety of resources via our website and social media pages, covering informational, educational, and recreational needs.
- Cleaning and sanitizing have been stepped up. Returned library materials are being cleaned with sanitizing wipes. Based on recent guidance from the American Library Association, we are now quarantining returned library materials for approximately 48 hours before they are checked in.
- Library fines are being waived due to community members' mixed ability to get to the library to return materials. We are renewing due dates on materials as needed.
- Interlibrary loan services have been suspended as the tool used to manage ILL, provided by the State Library, is currently unavailable. The State Library supported ILL courier service has been suspended also. In addition, with many libraries operating in varying degrees of closure, there is no reliable way to send or return materials.

The Library Director provided an overview of the latest information on COVID-19. National, state, and local authorities continue to monitor the situation closely and provide regular updates. On a motion by Collier-Wise, seconded by Young, it was proposed to continue with the current operational plan until the next Library board meeting unless the City Ordinance 1413 is lifted, City offices reopen, or there are more serious developments that necessitate further restrictions on services. All present voted aye.

Library Board 2020 term expirations and May election of officers – The Library Director noted that the current meeting was the end of the 3-year terms for Diane Leja and Greg Redlin. To be considered for reappointment an expression of interest form needs to be submitted to the City by the end of April. The May meeting would be the start of new terms. May is also considered the annual meeting where the President and Vice-President of the board need to be elected for a one-year term.

The Library Director noted that current Library Board President Diane Leja has decided not to apply to be considered for reappointment. The Library Director and board members thanked Diane for her service on the board and as president.

Budget Update – The Library Director reported that the COVID-19 health crisis and related closures will have an unknown final impact on the City budget. Given the probable decrease in sales tax revenue and possibly property tax revenue the City has asked departments to implement some budget control measures and to start looking at areas for cost savings from the general fund. In planning initially for the FY2020 and FY2021 budgets, the library is not aware of any major cost increases beyond the standard inflationary changes. As per the discussion at the March board meeting, the suggested proposal is for continued funding at the same level with minor adjustments for items such as cost of living increases and annual vendor price increases. Further changes may be required for both the FY2020 and FY2021 budgets. The start of this year’s budget planning process might be delayed while the City works to more accurately assess the impact of COVID-19.

NEW BUSINESS:

The Library Director reviewed the continuing education requirement for Library Board members as part of the South Dakota Public Library Accreditation Standards. The time frame, possible yearly breakdown, and possible goals were discussed. An information sheet with possible online webinars that can be counted as CE opportunities were shared with board members. The Library Director will also continue to share opportunities as they come up throughout the year.

The next meeting is scheduled for Thursday, May 21st, 2020 at noon.

On a motion by Collier-Wise, seconded by Strouse, the meeting was adjourned at 12:35 pm.

Respectfully submitted,

Daniel Burniston
Library Director