

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

April 21, 2023
12:00 PM
Kozak Room

DRAFT MINUTES

ROLL CALL: Katy Beem, Wayne Berninger, Travis Letellier, Greg Redlin, Eric Young
ABSENT: Alexis Oskolkoff

OTHERS PRESENT: Daniel Burniston (Library Director, Secretary)

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

On a motion by Berninger, seconded by Redlin, 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 Beem, seconded by Redlin, the Library Reports were accepted. All present voted aye.

REPORTS:

Foundation – The Library Foundation held its annual meeting on Thursday 4/20/2023. Thanks to Wayne for joining the Foundation as the Library Board Representative. One long-time member is stepping down; however, two new members were present and a third will be joining but was unable to make the meeting. The Library Foundation approved four projects for 2023: an additional video camera for the Kozak Room, new tables for the Children’s Activity Room, video conferencing hardware for the conference room, and two new laptops. The book bike project approved last year is in progress.

Friends – The Friends of the Library reported an amazing sale 4/14-4/15 raising \$1,012.50 with over 200 visitors. The Friends had four new USD volunteers working at the book sale desk and a lot of new USD visitors. The next book sale dates will be 5/12-5/13. The Friends provided \$382.65 for over 200 packets of seeds for the seed library.

Pool pass partnership – Library staff have been in talks with Vermillion Parks & Rec about the possibility of offering a limited number of daily pool passes for free. Parks & Rec have agreed to allow us to issue up to five free pool passes per day. Passes will be picked up at the library circulation desk and turned in at the pool desk. Passes will be available for those who are 7 and up, or ages 0-6 get in for free with an adult. Passes will expire at the end of the day after they are picked up.

Media – The Library had a busy media month with several stories in the Plain Talk, Volante, and Keloland. Stories covered the Lou Raguse Vanished in Vermillion presentation, downtown story walks, library worker's day, the seed library, and Edie’s Used book sales.

National Library Week – April 23-29 is the annual American Library Association National Library Week. On 4/17 Travis was kind enough to read the National Library Week Proclamation at the City Council Meeting. 4/24 has been designated as Right to Read Day, focusing on the growing attempts at book banning and protecting people's freedom to read. On 4/24 author Mary Winters from Sioux Falls will be talking about her new book Murder in the Postscript. Replacement library cards will be free all week. We’ll have word searches, coloring pages available, and a small prize wheel at the circulation desk. The Friends of the Library are buying lunch for library staff on 4/27 as well.

OLD BUSINESS: None.

NEW BUSINESS:

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 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 up until 4/27. The City Council and Mayor will make appointments at the May 1st Council meeting. Currently, eight expression of interest forms have been received. Wayne and Eric commented they would be willing to consider running for office in 2023. This agenda item was informational only, no action was taken.

Library board continuing education hours for accreditation reminder – The Library Director reminded board members that South Dakota State Library accreditation requires board members to obtain 45 hours of continuing education every three years. Our accreditation was just renewed in 2022, so we are at the start of a new cycle. 30 hours can be obtained online but 15 must be in person. The 45 hours breaks down into 15 a year or approximately 2.5 hours per board member per year. It's easy for this to get overlooked if we don't make a conscious effort to stay on top of the CE hours and spread them out. The Library Director also noted that Board members sometimes attend longer in-person workshops or sessions that can also be counted, reducing the total faster. Remember to forward the Library Director any registration emails or certificates for any completed training to keep track. A list of always-available pre-recorded sessions was attached to the agenda memo. The director also shares opportunities as they come up throughout the year. This agenda item was informational only, no action was taken.

Annual Review of Bylaws - The library bylaws are normally reviewed annually to ensure familiarity and check if any updates are needed. Accreditation also required them to be reviewed on a regular schedule. The Library Director has no updates or revisions to suggest for this year. On a motion by Redlin, seconded by Young, the annual review of the bylaws was accepted with no changes proposed for 2023. All present voted aye.

Annual budget request initial projections – The Library Director shared initial projections for the 2023 revised and 2024 proposed budget requests. This year's budget requested sheets are anticipated to be received around May 15th. The Library Director answered several questions regarding the budget sheet and budget process. This agenda item was informational only, no action was taken.

Library metrics dashboard discussion – Greg Redlin and the Library Director presented an update on the core metrics discussion. Vendor Whofi is anticipating some new reporting capabilities for the reporting software they are developing. This service is paid for by the State Library currently. It originally started tracking wireless internet usage, then added a community calendar and programming tracking. The latest enhancements being developed would track all stats. They are hoping by June to have the ability to save custom report templates that can be run monthly to focus on approximately 8-10 statistics of our choice.

The next meeting is scheduled for Friday, May 19th, 2023, at noon.

On a motion by Young, seconded by Redlin, the meeting was adjourned at 1:00 pm.

Respectfully submitted,
Daniel Burniston
Library Director