

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

May 20, 2022
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), Steve Waller (Library Foundation Treasurer, Secretary), Amanda Raiche (Youth Services Librarian)

On a motion by Redlin, seconded by Young, the minutes of the April 15, 2022, meeting were approved. All present voted aye.

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

There were no visitors to be heard.

On a motion by Redlin, seconded by Young, the reports of the Director were approved. All present voted aye.

REPORTS:

Foundation – Steve Waller, Treasurer and Secretary of the Library Foundation, provided an overview of the Library Foundation membership, organization, meetings, bylaws, and finances. Steve also noted that the Library Foundation would be requesting the participation of a Library Board member on the Library Foundation as indicated in their bylaws. The Foundation is also looking to recruit additional and more diverse members. Steve answered several follow-up questions from Library Board members regarding the funding the Foundation receives and how and where it is deposited and invested.

Friends – The Friends of the Library monthly used book sale was held on May 13th and 14th and raised an amazing \$806. The Friends group also sponsored the purchase of books for the Sanford Care Center Book.

Orientation and training checklist – The Library Director shared the latest version of the orientation and training checklist. An annual policy review checklist was also shared to help ensure staff awareness and familiarity with city and library policies and manuals.

Library Staff meetings – The Library Director reported staff met in April to discuss resuming regular post-pandemic in-person staff meetings. After a discussion regarding time and regularity, it was decided to meet on the second Tuesday of the month at 8.30 am.

OLD BUSINESS:

COVID-19 Operational Review – The Library Director provided a summary of the current state and county COVID-19 situation. No changes to the library's current operating procedures were proposed at this time.

NEW BUSINESS:

May Annual meeting - new/reappointed board members and election of officers – The Library Director reported that at the May 2nd City Council meeting Eric Young was reappointed to the Library Board for a second three-year term. Wayne Berninger was introduced as our new Library Board member replacing Gabrielle Strouse. The Library Director provided Wayne with an orientation binder and a tour of the library earlier in the week. Wayne introduced himself to the library board. The election of officers for 2022 was discussed and on a motion by Redlin, seconded by Katy, Alexis Oskolkoff and Eric Young were reappointed as president and vice-president. All present voted aye.

FY2022 revised and FY2023 initial proposed budget draft – The Library Director shared the initial draft of the 2022 revised and 2023 proposed budget. The library director noted that further discussion was pending regarding possible payroll and pay scale revisions. Also, the cost of a new phone service and equipment was unknown at this time. The City Finance Office is currently gathering quotes. On a motion by Redlin, seconded by Young, the FY2022 revised and FY2023 initial proposed budget were approved. All present voted aye.

Policy manual review for South Dakota State Library Accreditation Standards – The Library Director shared the library policy manual and city personnel manual. A summary was provided of the policies that have already been updated in the current 3-year accreditation period, and those that have not. On a motion by Redlin, seconded by Young, the Library board acknowledged the review of the library policy manual. All present voted aye.

Summer Reading 2022 information – Youth Services Librarian Amanda Raiche provided an overview of events and activities planned for the 2022 summer reading program.

The next meeting is scheduled for Friday, June 17th, 2022, at noon.

On a motion by Young, seconded by Redlin, the meeting was adjourned at 1.15 pm.

Respectfully submitted,
Daniel Burniston
Library Director