

**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: Alexis Oskolkoff, Greg Redlin, Travis Letellier

ABSENT: Katy Beem, Gabrielle Strouse, Eric Young

OTHERS PRESENT: Daniel Burniston

On a motion by Redlin, seconded by Oskolkoff, the minutes of the June 18, 2020 meeting were approved. All present voted aye.

On a motion by Oskolkoff, seconded by Redlin, an amended agenda was approved to include the addition of an executive session for personnel reasons under new business. All present voted aye.

There were no visitors to be heard.

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

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

**REPORTS:**

**Foundation** – No new updates since the recent installation of the extended Wi-Fi service.

**Friends** – No scheduled book sales as we continue to monitor the COVID-19 situation. The Friends of the Library purchased lunch for library staff on 7/9/2020 in appreciation for the continued services to the community during COVID-19.

At the July 6<sup>th</sup>, 2020 City Council meeting the current committee and board assignments of Council Members was reviewed. Travis Letellier was appointed to act as the new City Council representative on the Library Board. Travis replaces Kelsey Collier-Wise who was recently appointed as Mayor.

**OLD BUSINESS:**

**Budget Updates** – The Library Director reported that the FY2020 revised and FY2021 proposed budget was submitted to City Administration in June. The Library Director met with City Administration on July 9<sup>th</sup> to review the request and answer any questions. No additional changes to the proposed budget were suggested at this time. The annual budget work sessions for the City Council are planned for August 11<sup>th</sup> and 12<sup>th</sup>. A detailed schedule with a time slot for the Library will be available nearer the time.

The State of South Dakota is planning to use \$200 million of the \$1.25 billion Federal Cares Act funding to reimburse local governments for COVID-19 expenses. Vermillion was allocated a maximum of \$2.47 million. The reimbursement will be based on documented expenses and not on lost tax revenue. Documentation of expenses is required for any reimbursement. A portion of the reimbursement may also cover other expenses such as law enforcement's personnel expenses. City Administration is waiting for more details on the specifics of the reimbursement plan.

**COVID-19 Operational Review and Reopening plans** – Since 3/22/2020 the library has been operating a pick-up at the door service due to COVID-19. Deliveries for homebound patrons have continued and staff has worked on virtual online programming. On May 30<sup>th</sup> the city emergency ordinance expired, there are currently no restrictions in place. Businesses and organizations have been reopening, many with additional safety precautions. In June we began offering 30-minute computer sessions by appointment. Library staff has continued getting questions about when our building will be reopening to public access.

The Library Director provided a possible phased reopening plan based on similar examples from other libraries. The Library Director also reviewed some of the concerns and challenges presented by reopening and summarized the status of other libraries in South Dakota.

The Library Board discussed reopening options and safety concerns associated with COVID-19 in detail. The board and staff continue to have serious concerns about public safety in a high traffic centrally located public facility like the library. The library serves community members who fall into categories identified as being at higher-risk if exposed to COVID-19. In mid-June, there was a large increase in the number of confirmed COVID-19 cases. Numbers jumped from 15 when the May meeting took place, to more than 70 in June. There were also questions about whether we could require people to wear masks. The Library Director reported that based on his research the library could not require or enforce the wearing of masks in public spaces without the support of an executive order from the governor.

On a motion by Oskolkoff, seconded by Redlin, it was decided to begin a limited grab and go re-opening as outlined in the proposed plan starting August 3<sup>rd</sup>. Meeting rooms, programs, and other services would continue to be limited or unavailable as outlined in the plan. The board will review the situation again at the August meeting. All present voted aye.

**NEW BUSINESS:**

On a motion by Redlin, seconded by Oskolkoff, the Library Board entered executive session at 12.30 pm pursuant to SDCL 1-25-2(3) for personnel reasons. All present voted aye. On a motion by Redline, seconded by Letellier, the Board left the executive session at 12.35. All present voted aye.

**New Service Mobile Printing** – The Library Director provided an overview of a new mobile printing option that was in the process of being implemented. This service would allow patrons to print remotely from desktop or laptops, print from an app using a smartphone or tablet, or print via sending documents to an email address. With the ongoing growth of mobile devices, we have seen increasing demand for a wireless printing solution. Patrons are increasingly looking to easily print from a smartphone, tablet, or laptop. COVID-19 further highlighted the need for additional printing options that supports remote and mobile devices. Our current

technology plan also identifies improved wireless services and wireless printing as an objective. This agenda item was informational.

**Fine Free Webinar** – The Library Director shared information on a recorded webinar on the topic of fine free libraries. A growing number of libraries have been transitioning to a fine free system for library checkouts. A small number of libraries have been fine free for decades, but recently some major public library systems have transitioned over to a fine free set up. For some libraries this has meant completely fine free, for others, it has been for certain materials such as children's books. Patrons are still normally responsible for any replacement costs for lost or damaged materials.

In May 2018 the Library Board had an initial discussion about this trend but has not taken any action at this time. There are multiple factors to consider, from the loss of income to the logistics of implementing and managing a fine free system via our Integrated Library System. Library Board members who watch this presentation will be able to earn continuing education credit towards library accreditation requirements. This agenda item was informational.

**South Dakota State Library Carson Brock training** – The August 2020 training at the South Dakota State Library with Carson Brock has been rescheduled as a virtual presentation. The meetings will be via Zoom on August 18-20, Tuesday, Wednesday, and Thursday mornings from 10 am to Noon. The training topic is the technology and broadband challenges of mid-21st century public libraries. Library Board members who watch this presentation will be able to earn continuing education credit towards our accreditation requirements. This agenda item was informational.

The next meeting is scheduled for Thursday, August 20th, 2020 at noon.

On a motion by Redlin, seconded by Oskolkoff, the meeting was adjourned at 1:04 pm.

Respectfully submitted,

Daniel Burniston  
Library Director