

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

July 18, 2019
12:00 PM
Small Conference Room

DRAFT MINUTES

ROLL CALL: Katy Beem, Kelsey Collier-Wise (arrived 12.04pm), Diane Leja, Eric Young

ABSENT: Greg Redlin, Gabrielle Strouse

OTHERS PRESENT: Daniel Burniston

On a motion by Young, seconded by Beem, the minutes of the June 20, 2019 meeting were approved. All present voted aye.

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

There were no visitors present to be heard.

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

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

REPORTS:

Foundation – With the approval of the 2019 wish/technology list we will be working on installing the approved purchases during the remainder of this year.

Friends –The June Edie’s Used Book Sale was the last one of the Summer. Used Book sales will resume for the fall in September. The Friends are in the process of finalizing the dates for the Fall. The Friends supported the purchase of Lego WeDo kits (robotics for younger age groups) for the summer reading program at a cost of \$593.85. The Friends also purchase new VOX children’s audio books for the collection at a cost of \$594.98.

Free Movie Screening – The Library is partnering with the Coyote Twin for a showing of the recent Emilio Estevez movie set in a public library in Cincinnati called The Public. The library is paying \$250 to cover costs of the showing. The showing will be on Saturday September 14th at 1pm.

Automatic door opener replacement - The Automatic door opener on the outside main entrance door ceased working. City Street Department Supervisor Pete Jahn reported that the cost to get replacement parts would be \$1,200, whereas a replacement for the already 13-year-old equipment would be \$2,500. With the age of the equipment and cost of parts it was opted to replace with new equipment. The purchase comes out of the 2540 building maintenance line. This was an unbudgeted for expense but will fit within the current budget at this time.

Library Assistant II Vacancy – The Library Director reported on progress filling the upcoming vacancy in the Library Assistant II position. An internal candidate for the position was interviewed the previous day.

Online Training Update – The Library Director reported that five staff members have completed the Librarians Guide to Homelessness online training, and four more are in progress. Links to access the training were sent to

all library board members. The Library Director requested that Library Board members let him know if they have any questions or problems accessing the training. It was also noted that completion of the training would count towards CE hours for Accreditation purposes.

OLD BUSINESS:

The Library Director provided an update on the Library's FY2020 budget request. A response was received from the City Manager for discussion. The Library Director provided an overview of the FY2020 budget request and a comparison between our initial request and the City Manager's discussion points. The Library Board discussed the City Manager's Manger's response which included some more aggressive cuts and additional funding to help support the additional Youth Services Assistant position. Library Board members felt the proposed Youth Services Position was essential to support Youth Services in the Library. It was also noted that Library Board members were concerned about the potential impact of a reduction and two-year freeze in the Library Materials budget. Concern surrounded the potential mounting accumulation of cost increases during the 2020 and 2021 period. Library Board members were concerned that cost increases during this time could potentially result in materials cuts to print or electronic resources having to be made in 2021. The Library Board indicated that it was appreciated that the City Manager took the time to take a close look at our request and provide a proposal to help make it work. The Library Board acknowledged the large number of demands on the City general fund and that additional personnel would be an additional long-term commitment to those funds. On a motion by Kelsey Collier-Wise, seconded by Beem, the decision was made to accept the City Manager's proposal with the request that the 2021 library materials budget be left open for discussion at the time of the FY2021 budget cycle.

The Library Director also reported that a proposed schedule had been set for the August City Council budget work sessions and department budget presentations. The Library is currently scheduled to present on August 14th at 7pm. The regularly scheduled August Library board meeting is normally skipped in favor of encouraging Library Board members to attend the Library's budget presentation.

NEW BUSINESS:

Collection Development Plan Update – The Library Director reported South Dakota State Law and South Dakota State Library Public Library Accreditation standards require Public Libraries to have a Collection Development policy and that it is regularly updated. The Library's current Collection Development policy has received some updates but no major revisions in recent years. A draft updated version was provided for Library Board members' discussion and review. The Library Director noted that there were no major changes in the content or application of the policy. The changes made were mainly in terms of organization, format and language. The draft policy was broken down into clearer sections with updated language and organization. The Library Director asked for a review and discussion of the updated Collection Development Policy. On a motion by Collier-Wise, seconded by Young, the updated Collection Development Policy was approved. All present voted aye.

Marketing and Communication plan – The Library Director reported that South Dakota State Library Public Library Accreditation standards require that Public Libraries have a Marketing and Communication Plan that is regularly reviewed. An updated draft was presented for discussion with minor updates to reflect the recently updated mission statement and other minor changes to update the policy. On a motion by Collier-Wise, seconded by Young, the updated Marketing and Communication Plan was approved. All present voted aye.

Multifunction printer purchase request – The Library Director presented a request to purchase a new multifunction printer. The device would replace the current main printer at the circulation desk used for both public and staff printing. The Library Director recommended a quote provided by Office Systems Co to replace the current printer with the updated version of the same model and brand. The Library Director noted that as the printer ages the operating cost and maintenance agreement go up and the trade in value goes down. The

original purchase price of \$7,040 has been made up by copy fees accumulated in the Library's savings account. Also, a newer model would have a lower cost maintenance agreement and cost per page for any overages. Our current model is no longer sold by the manufacturer. The Library Director recommended acceptance of the quote from Office Systems Co for the purchase price of \$5,807.00 (down from \$14,338.00 with trade-in, discounts and credits applied). On a motion by Collier-Wise, seconded by Beem, the purchase of the replacement printer from library savings account funds was approved. All present voted aye.

The next meeting is scheduled for Thursday, September 19th, 2019 at 12:00pm.

On a motion by Collier-Wise, seconded by Beem, the meeting was adjourned at 1:10pm.

Respectfully submitted,

Daniel Burniston
Library Director