

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: Katy Beem, Alexis Oskolkoff, Greg Redlin, Gabrielle Strouse, Eric Young, Travis Letellier

ABSENT: None

OTHERS PRESENT: Daniel Burniston (Library Director, Secretary), James Purdy (Assistant City Manager)

On a motion by Redlin, seconded by Young, the minutes of the July 16, 2020 meeting were approved. All present voted aye.

On a motion by Redlin, seconded by Oskolkoff, the agenda was adopted with no changes. All present voted aye.

There were no visitors to be heard.

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

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

REPORTS:

Foundation – The Library Foundation approved completion of the two 2020 projects; 4 new public PCs and 2 new staff PCs; digitization and OCR of the Vermillion Plain Talk.

Friends – No set date to resume Edie’s Used Book Store sales. The Friends may have a small group come do some organizing in the basement bookstore depending on how the situation is looking.

Budget Presentation – The Library Director presented the library’s 2020 revised and 2021 proposed budget at the City Council budget session on August 11th. There were no additional questions or concerns raised about the library proposal. Council Member Julia Hellwege commented that one of the main things she noticed this summer was how active the library webpage and Facebook page were with programs and activities despite the physical building being closed. A final budget ordinance is usually presented by City Administration to the Council in September. City sales tax numbers for June 2020 were up a fraction over June 2019. Overall, the city is down approximately 2-3% in sales tax revenue in 2020. The City continues to monitor the situation as additional factors such as a canceled or scaled back Dakota Days may have a larger impact.

OLD BUSINESS:

COVID-19 Operational Review and Reopening plans – The Library Director provided a summary of the state and county COVID-19 situation since March 2020, and the library’s operating response. Starting August 3rd, the library began a limited grab and go re-opening that included 30-minute browsing of the collection and 60-minute computer sessions. It was also noted that the Vermillion School District returned to school on August 20th and are offering in-person and remote options. The University of South Dakota resumed in-person classes on August 19th (USD move-in days were August 14th-16th).

The Vermillion School District is implementing a policy requiring face coverings in all classes and all settings PK-12. The University of South Dakota is requiring face coverings in public spaces and when around other people. On August 3rd, the Vermillion City Council approved a policy of requiring face coverings in city-owned buildings. An estimated 75%+ of patrons entering the library building are coming with a face covering or taking one of the provided ones.

Since the limited opening, the library has seen slow cautious traffic. We have not encountered any capacity concerns related to the number of people in the building. The Library Director would estimate that a maximum of approximately five people has been in the building at any one time. Visits to the library have been short with few people remaining in the building for long.

The Library Board discussed options for the next month of operations until the September 18th meeting. It was noted that adding a pick-up option on Saturdays would be beneficial for patrons who are not able to get to the library by 6 pm weekdays. The Library Board and Library Director continue to be concerned for the safety and well being of library staff. To provide another opportunity for staff to share any comments, concerns, or input relating to COVID-19, it was decided to compile a monthly COVID-19 staff report as part of the meeting packet. On a motion by Alexis, seconded by Beem, the decision was made to continue operating the Grab and Go service with the same schedule and add a Saturday pick-up only option starting on September 12th. All present voted aye.

NEW BUSINESS:

Youth Services Librarian update and review of the pay scale – The Library Director provided an update on the Youth Services Librarian position which has been open since August 1st. As part of the hiring process the position description was updated to move it onto the current template and to include updated and more descriptive language about the position, duties, expectations, and requirements. The updates to the position description were cosmetic and descriptive, no changes were made to the responsibilities of the position. A copy of the updated description was shared with board members. The Library Director also did a salary comparison with other similar SD libraries and determined the starting rate on our pay scale was lower than the eight closest comparable SD Libraries. A slight increase was suggested to make the scale more comparable, while also not large enough to impact the pay scale position of other current employees. On a motion by Redlin, seconded by Oskolkoff, the decision was made to increase step 1 on the Youth Services Librarian pay scale from \$18.97 to \$19.50 per hour. All present voted aye.

Executive session pursuant to SDCL 1-25-2(1) for personnel reasons – On a motion by Oskolkoff, seconded by Redlin, the board entered executive session at 12.47 pm. At 1.30 pm Library Board President Gabrielle Strouse declared the board out of executive session.

The next meeting is scheduled for Friday, September 18th, 2020 at noon.

On a motion by Redlin, seconded by Letellier, the meeting was adjourned at 1:33 pm.

Respectfully submitted,

Daniel Burniston
Library Director