

DRAFT MINUTES

*** Due to COVID-19 this meeting was held via a zoom teleconference. The link to access the online meeting, as well as a dial-in phone number option, were included on the posted agenda. ***

ROLL CALL: Katy Beem, Alexis Oskolkoff (arrived 12.10), Greg Redlin, Gabrielle Strouse, Eric Young (left 12:59), Travis Letellier (left 12:57)

ABSENT: None

OTHERS PRESENT: Daniel Burniston (Library Director, Secretary)

On a motion by Redlin, seconded by Young, the minutes of the August 21, 2020 meeting were approved. All present voted aye.

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

There were no visitors to be heard.

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

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

REPORTS:

Foundation –The Library Foundation covered the cost of six new computers that will replace the library’s oldest ones again this year.

Friends – A date to resume used book sales and other Friends of the Library activities has not been determined at this time. With the growth in virus cases over the last month we continue to play it safe and closely monitor the situation.

OLD BUSINESS:

Youth Services Librarian update – The Library Director reported on the status of the Youth Services Librarian position search. After completing the phone and Zoom interview process the position was offered to and accepted by Amanda Raiche. Amanda will be starting with us on September 22nd. Amanda has been the Youth Services Librarian at the Yankton Community Library for three and a half years. She holds a master’s degree in library science with a specialization in youth services. Amanda is a Vermillion resident, has substitute taught at the Vermillion School District during 2014-2016, and was PTO President 2016-2018. Amanda also holds a level 1 public library voluntary staff certification from the South Dakota State Library.

COVID-19 Operational Review – The Library Director provided a summary of the current state and county COVID-19 situation and the library’s operating response. Since August 3rd, the library has been offering a limited grab and go service that includes 30-minutes for browsing the collection and 60-minute computer sessions. Starting September 12th a pick-up only option was added on Saturdays from 10 am until 2 pm. All City Departments are currently open and serving the public with additional safety measures such as masks, gloves, sneeze guards, and social distancing guidelines.

Vermillion School District returned on August 20th and has reported four positive cases in the district so far this semester. The University of South Dakota resumed in-person classes on August 19th and as of 9/8, the USD COVID dashboard reported 92 active cases, 47 students in on-campus quarantine, and 368 total quarantine. Since opening for grab and go we have added 8 new USD student cards. USD students account for 43 items or 1.3% of checkouts between 8/3 and 9/9. The Vermillion School District, USD, and city buildings are requiring face coverings.

Travis Letellier reported that USD is anticipating a baseline of approximately 25-35 cases. The university is working on more safety measures to be proactive in identifying cases. Data reported on their dashboard has been updated with additional details. There are also plans in the works for additional random testing to try and help identify asymptomatic cases.

Most patrons entering the library are arriving with a face covering and those that are not are taking one of the disposable ones being provided. Traffic has continued to be slow and cautious. We have not encountered any capacity concerns related to the number of people in the building. The Library Director continues to 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. As part of the staff report, four comments were shared from library staff members regarding the COVID-19 situation.

The Library Board discussed options for the next month of operations. The safety and well-being of community members and staff continue to be a priority for the Library Board and Library Director. Given the recent growth in active cases in the county and the county's classification as an area of substantial community spread, it looks inadvisable to offer additional hours or services at this time. The fluid nature of the COVID-19 pandemic makes planning further into the future impossible at this time. On a motion by Beem, seconded by Redlin, the decision was made to continue operating at the current level of services and review the situation again at the October 16th board meeting. All present voted aye.

NEW BUSINESS:

Annual technology plan review - The Library Director presented an updated draft of the library's technology plan for board review. The plan is an accreditation requirement and is also sometimes a requirement for participation in grants and programs. The library's current technology plan was approved on September 19, 2019, after an extensive update. The current version is designed to be reviewed and updated annually due to the rate of change in technology, and the need to update the inventory of equipment and services regularly. On a motion by Redlin, seconded by Oskolkoff, the 2020 technology plan was approved. All present voted aye.

Annual marketing plan review The Library Director presented an updated draft of the library's communication & marketing plan for board review. The plan is an accreditation requirement and is also sometimes a requirement for participation in grants and programs. The library's current communications and marketing plan was last updated in July 2019. On a motion by Beem, seconded by Redlin, the 2020 communication and marketing plan was approved. All present voted aye.

Internet Use Policy, CIPA, and filtering requirement for federal grant eligibility – The Library Director shared a notice from the South Dakota State Library regarding an additional requirement that was being added to the technology grant the library has been awarded. Grant recipients are now being asked to confirm that they comply with the Children's Internet Protection Act (CIPA). The Library does not currently comply with CIPA. To be compliant the library would need to update its internet use policy and install a filter as a technology protection measure. The Library Director reviewed the history of the filtering discussion at our library as well as some of the ideological and technological advantages and disadvantages of filtering.

After considerable ongoing research on the topic, the library director proposed the installation of a basic filtering setup to the library's computer network. This basic filter would prohibit access to the most concerning categories of online materials such as pornography and illegal materials. The library would be able to manage the filter and set it to the

lowest level to minimize the impact on adult access to legitimate websites. Library staff would be able to use a password to enable access to any legitimate website that may be unintentionally blocked.

An updated CIPA compliant draft of the Internet Use Policy was shared with board members for review and discussion. The technology solution proposed is to install a new cloud-managed router with built in content filtering at an estimated one-time hardware cost of \$389 plus \$129 per year for the content filtering subscription. Labor to deploy and configure would be an approximately \$300 one-time fee. On a motion by Redlin, seconded by Young, the updated internet use policy and installation of a filter were approved. Beem abstained from voting on this item. The motion carried with Oskolkoff, Redlin, Strouse, and Young voting in favor.

Grievance Policy – The Library Director presented a draft grievance procedure to be added to the library employee manual. Due to the time no action was taken on this item, it was tabled for discussion at the next meeting.

The next meeting is scheduled for Friday, October 16th, 2020 at noon.

On a motion by Redlin, seconded by Beem, the meeting was adjourned at 1:02 pm.

Respectfully submitted,

Daniel Burniston
Library Director