

MINUTES

ROLL CALL: Diane Leja, Martha Muellenberg, Greg Redlin, Gabrielle Strouse, Katy Beem

ABSENT: Kelsey Collier-Wise

OTHERS PRESENT: Daniel Burniston

On a motion by Redlin, seconded by Muellenberg, the minutes of the October 18, 2018 meeting were approved. All present voted aye.

On a motion by Redlin, seconded by Muellenberg, the agenda was approved. All present voted aye.

There were no visitors present to be heard.

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

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

REPORTS:

Online Webinar – The Library Director reminded Library Board members about the South Dakota State Library webinar later in the afternoon regarding the State Library’s Strategic Plan. The Library Director noted that Library Board members who watch the webinar, or the recording, will be eligible to get CE credit that will count towards the Library Board CE hours for the next accreditation period.

Library Open House – This Library Director reported that plans are largely finalized for the Library Open House event on November 29th from 6:45pm to 8.00pm. The Library Director encouraged any Library Board members who were available to consider attending and possibly volunteering to assist with the activities.

Foundation – The Library Foundation supported the purchase of a mobile charging cart for laptops and tablets to be used with the recently purchased devices that will be available for programming and check out for in-library use. The Library Director will be beginning work on the 2019 technology and updates proposal for the Library Foundation.

Friends – The Friends of the Library reported that the Edie’s Used Book Store monthly sale continues to be a great success, reporting \$615.50 in sales in November.

OLD BUSINESS:

The Library Director provided Library Board members with a summary of the Library’s current mission statement, along with sample mission statements from other South Dakota and US Libraries. The Library Director asked for Library Board members’ input on the library’s mission statement to use when drafting an updated version of the library strategic plan. Discussion followed on the content and wording of the Library’s mission statement.

NEW BUSINESS:

The Library Director reported that Technical Services Librarian Wendy Nilson is eligible this year for the bi-annual 2% step increase. This increase is budgeted for and is dependent upon a performance evaluation by the Library Director and Library Board approval. The Library Director reported that the performance evaluation was completed, and

recommended approval of the step increase based on Wendy's performance during the review period. On a motion by Muellenberg, seconded by Beem, the step increase for Wendy Nilson was approved. All present voted aye.

The Library Board reviewed and discussed a draft Test/Exam Proctoring Policy. The Library Director reported that test proctoring is a service that the library has been providing. The policy answers the most common questions and outlines what the library can accommodate, and what the expectations are for the library and the test taker. One grammatical change was noted on the draft. On a motion by Redlin, seconded by Muellenberg, the Test/Exam Proctoring Policy was approved. All present voted aye.

The Library Board reviewed a draft Technology Checkout User Agreement and Policy. The Library Director noted that the policy will be used to allow for the in-house circulation of the new tablets and laptops purchased by the Library Foundation. The policy outlines the checkout procedure and requirements, and the borrower's responsibility for checked-out devices. The draft policy was discussed, including some minor wording and grammatical updates. On a motion by Redlin, seconded by Strouse, the Technology User Agreement/Policy was approved. All present voted aye.

The Library Director shared a summary of the last year that outlines the activities of the Library Board and Library to aid in completing the Library Director's annual review. Paper copies of the review form were distributed to board members who requested them, an electronic version was also shared earlier via email. Due to time constraints, the remainder of the discussion was tabled until the December meeting.

The next meeting is scheduled for Thursday, December 13th, 2018 at 12pm.

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

Respectfully submitted,

Daniel Burniston
Library Director