

Library Board of Trustees Meeting  
Thursday, January 30, 2020, at 3:30 p.m.  
Library meeting room

Minutes

*Roll Call – Kelly Kirk, Larry Klarenbeek, Chris Davis, Josh Horak, Sheleen Bauer, Amber Wilde*

**Public Comment**

None

**Consent Agenda**

Approval of previous meeting minutes – Kelly moved to approve the November meeting minutes. Chris seconded. Approved unanimously.

Financial report and bills – Larry moved to approve the financial report and bills, Chris seconded. Approved unanimously.

Check #	Payee	Amount	Reason
4001	ELM USA	\$206.20	Disc cleaning supplies
4002	Spearfish Optimists	\$150.00	Home Show booth

**Discussion Items**

State Level: The library’s accreditation application was accepted.

Black Hills Library Consortium: The consortium continues to work on standardizing some policies to allow for easier sharing of materials and handling of those that are lost, more standard catalog records, and improvement of the patron experience in the online catalog.

Local Projects: Staff will spend the winter working to improve the non-fiction collection, cleaning up some of the other collections, and developing a plan to better utilize the library’s space.

Staffing: Karim Phillips was hired as a workstudy page to complete the school year.

Brooke Wobschall, the other workstudy page, has left due to health issues. Myrna Sorensen, a long-time library aide, has announced her retirement in May. We expect to fill this position internally.

Training: Regular safety training is being implemented city-wide.

**Circulation Statistics:**

November 2019

Total            Total

Loans            Renewals

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5,884        1,461

December 2019

Total Loans -----	Total Renewals -----
5,204	1,874

#### Strategic Plan Update -

We will be working on developing a social media plan and policy during the month of February. We also have begun working on a plan for better utilization of library space.

#### Technology Plan Update –

We will be renewing our current contract for e-books downloadable audio with the Black Hills Library Consortium in February with no changes. Due to the loss of our language learning database through the State Library this past summer, we are considering two options locally and would use budgeted funds to provide this service. Amber will be working with our IT provider to discuss software updates this year.

#### Library Programming –

The board discussed several things regarding programming that came up in the library survey. The library should provide e-mail updates on upcoming programs. This will be accomplished by encouraging people to subscribe to the website calendar for these updates. Staff will develop a plan to promote this and begin next month. People are requesting evening and weekend programs. Staff will attempt to find appropriate programs that will draw an audience during these times. An interest in programs related to the arts was also identified. Chris expressed that her musical group would be interested in performing in the library again in the future.

#### Items from the Board –

Larry suggested approaching the Friends of the Library to discuss a fundraiser specifically geared toward improving technology in the library.

### **Action Items**

2020 Library Closures – Amber mistakenly only listed Saturday, July 4, on the closures listed approved at the November meeting, but the City lists Friday, July 3, as the date when employees will receive the paid holiday. Amber suggested considering closing for Sunday as well due to the limited hours open that day. Chris moved to amend the library closures for 2020 to add July 3 and July 5 to the list of closed days. Kelly seconded. Approved unanimously.

Election of Officers – Josh moved to appoint Kelly Kirk as president and Chris Davis as vice-president of the board. Larry seconded. Approved unanimously.

Josh moved to add Kelly Kirk and Chris Davis to the library fines checking account. Larry seconded. Approved unanimously.

The meeting was adjourned at 4:05 p.m.

Next meeting: March 12, 2020 at 3:30 p.m.