

Library Board of Trustees Meeting  
Thursday, March 9, at 4:00 p.m.  
Library Meeting Room

Minutes

*Roll Call – Chris Davis, Eric Jennings, Julie Gardner, Fred Romkema, Kelly Kirk, Amber Wilde, Steve McFarland, Ashley McDonald*

**Consent Agenda**

Approval of January minutes – Eric moved. Julie seconded. Motion carried.

Approval of Financial report and bills – Fred moved. Eric seconded. Motion carried.

Check # 4041	2/2/23	Midwest Tape (Hoopla)	\$633.48	Digital Content
Check # 4042	3/2/23	ALA/Booklist	\$309.95	Subscription renewal (2 years)
Check # 4043	3/2/23	Midwest Tape (Hoopla)	\$750.98	Digital Content

**Discussion Items**

Director's Report

State Level: The State Library has begun doing monthly Zoom discussions for public librarians on various topics. This is an initiative to reconnect and get communications flowing again after connections fell apart during Covid. This month's discussion was on library fines and library security. We are about on par with other libraries our size when it comes to security. However, reports show that 58 percent of libraries in South Dakota are no longer charging fines, including nearly all the libraries our size and larger. This is something Amber plans to research a bit further. She is also working on finalizing the State Annual Report and will share that with the group before the end of March.

Black Hills Library Consortium: Amber has agreed to fill in as chair of the Consortium for a year due to the large number of new librarians. The next meeting is in April.

Local Projects: Staff members are working on updating marketing strategies, catching up on various collection projects we are still cleaning up, and gathering materials to prepare for the children's section update. Amber expects painting to happen in late March after she returns from vacation.

Staffing: Carrie Swanson has filled the open page position.

Training: Staff members are currently assisting in training the new librarian from Whitewood after long-time librarian Rea Weyrich retired last month.

**Circulation Statistics:**

January 2023

Physical Loans -----	OverDrive Loans -----	Hoopla Loans -----
5,651	3,641	269

February 2023

Physical Loans -----	OverDrive Loans -----	Hoopla Loans -----
5,574	3,018	353

**Strategic Plan**

Programming formula - We are still developing a schedule, but we have found a number of local resources that can provide programming with very little staff preparation, which is working well.

Social media policy and plan – to be discussed and approved as an action item today thanks to the assistance of our City Attorney.

**Technology Plan**

Provide digital content – Our OverDrive contract was renewed in February and both OverDrive and Hoopla continue to see major increases in use.

Update software – The library’s IT person is working on a quote for updating both Windows and Microsoft Office software to be presented at the next meeting.

**Marketing Plan**

Develop Social Media strategy – Seeking permission to purchase software as an action item.

Items from the Board – Chris asked for an update on the Big Read. Weather has been a bit of a problem, but the adult event we did have was fairly well attended. We have two more planned later in March. Unfortunately, the author visit has been cancelled. A press release from the Matthews Opera House is expected.

**Action Items**

Consideration of Kanopy streaming options – Due to higher than expected costs of Kanopy and increasing cost due to increasing use of our existing platforms, we will table this and revisit at a later date.

Social Media Policy – Eric moved to approve the social media policy as presented. Kelly seconded. Motion carried

Marketing Software – Julie moved to purchase Canva teams software at a cost of \$150/year from the fines account. Kelly seconded. Motion carried.

Computer Software Update – Tabled pending quote.

The meeting was adjourned at 4:35 p.m.

Next meeting: May 11, 2023, at 4:00 p.m.