

Library Board of Trustees Meeting
Thursday, May 11, at 4:00 p.m.
Library Meeting Room

Minutes

Roll Call – Chris Davis, Larry Klarenbeek, Eric Jennings, Sheleen Bauer, Julie Gardner, Fred Romkema, Kelly Kirk, Amber Wilde, Steve McFarland

Consent Agenda

Approval of March minutes – Julie moved. Sheleen seconded. Motion carried.

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

Check # 4044	4/6/23	Time	\$69.17	Magazine Subscription
Check # 4045	4/6/23	Midwest Tape (Hoopla)	\$732.64	Digital Content
Check # 4046	5/8/23	Midwest Tape (Hoopla)	\$691.51	Digital Content
Check # 4047	5/8/23	SDLA	\$542.00	Memberships

Discussion Items

Director's Report

State Level: The South Dakota Library Association will be holding its annual conference in Rapid City in late September. Amber would like to take this opportunity to send as many staff as possible while it is close. Board members are also welcome to attend if you wish. Amber will have more information on schedule, speakers, and cost at the July meeting.

Black Hills Library Consortium: We have formed a committee of catalogers from various libraries to help clean up records and do some training on cataloging for some of the newer librarians. We are also making training a priority in areas other than cataloging at our upcoming meetings because of the large number of new librarians who have taken over in smaller libraries in recent years.

Local Projects: We have made some progress on the children's area remodel and have just a few more pieces coming yet as well as some additional graphics to install, but the results have been very popular so far.

Staffing: We have lost two of our library pages in the past month due to graduation and other opportunities. We have conducted interviews and are in the process of onboarding a new page and a seasonal page to fill in until we can advertise for a work study in late summer for the next school year.

Training: Amber attended strategic planning training by the State Library staff in Sturgis during the month of April. Amber and Shayna attended the Black Hills Mini-Conference hosted by Rapid City in April.

Strategic Plan: Our programming formula, social media plan, and digital collection development strategy are all being fine-tuned and should be implemented by end of summer. For May our

goal was to establish a monthly communication tool on library happenings and updates. I would like to push this back to August due to the current workload.

Marketing Plan: We have begun implementing our new software that will help with posters and our social media strategy, but we still have a bit to do in getting that working for us. One of the ideas presented to the board was to invite different council members to the library board meetings. I'm not sure how to approach this and would request advice from Larry as a Council Member.

Technology Plan: Nothing new at this time.

Circulation Statistics:

March 2023

Physical Loans	OverDrive Loans	Hoopla Loans
----- 6,461	----- 3,298	----- 321

April 2023

Physical Loans	OverDrive Loans	Hoopla Loans
----- 5,737	----- 3,118	----- 308

Computer Software Update – Nothing new to report.

Aspen Discovery – Amber presented on a platform that would greatly improve the usability of our catalog for patrons and reduce staff intervention and workload. Sheleen pointed out that even as a librarian she finds it difficult to use the existing platform. The implementation and training costs as well as the first year's fees amounting to a total of \$6,800 could be paid for out of the fines account this year if the ongoing cost is added to the budget for 2024. Amber has included the annual cost of \$2,600 in the 2024 budget proposal.

Items from the Board – In response to Amber's question about inviting Council members to board meeting, Larry suggested rotating individual invitations to meetings. Chris asked for an update on the Summer Reading program. Amber reported that the theme this year is All Together Now, and it will start the first week of June. Staff will be focusing on bringing people together, community involvement, and kindness.

Action Items

City Website Update & Department Header Package – The City is currently in the process of updating the look of the website. The Library has the option of adding a package that would make the main page for our department more customizable and user-friendly. The initial cost

would be \$3,806, and the annual fee starting year two would be \$813. Amber has included the ongoing cost in the budget for 2024, and the implementation could be taken out of the fines account as a patron enhancement. Fred moved to use funds from the fines account to implement the department header package for the library and improve the usability of the website. Larry seconded. Motion carried.

2024 Budget – Julie moved to approve the 2024 budget as presented. Kelly seconded. Eric moved to amend the motion by removing the Hoopla fees from the budget proposal and continuing to pay that cost out of the fines account. Motion failed for lack of a second. Original motion carried.

2024 County Funding Request – Julie moved to request a 10 percent increase in funding from the County. Sheleen seconded. Motion carried with Eric abstaining.

The meeting was adjourned at 5:09 p.m.

Next meeting: July 13, 2023, at 4:00 p.m.