

Library Board of Trustees Meeting
Thursday, September 14, at 4:00 p.m.
Library Meeting Room

Minutes

Roll Call – Chris Davis, Larry Klarenbeek, Julie Gardner, Kelly Kirk, Amber Wilde, Steve McFarland

Consent Agenda

Approval of July minutes – Larry moved. Kelly seconded. Motion carried.

Approval of Financial report and bills – Julie moved. Kelly seconded. Motion carried.

Check # 4052	8/4/23	Midwest Tape (Hoopla)	\$851.63	Digital Content
Check # 4053	9/8/23	Old Farmer's Almanac	\$24.90	Standing Order
Check # 4054	9/8/23	Midwest Tape (Hoopla)	\$869.25	Digital Content
Check # 4055	9/8/23	Brookings Public Library	\$33.00	Lost ILL book

Discussion Items

Director's Report

State Level: Courier issues have definitely improved. We are seeing regular deliveries again. There are still problems getting things to and from the smaller libraries, but books are flowing again and we can rely on this continuing. The SDLA Conference is September 27-19. Stephanie and Amber will be attending and presenting this year.

Black Hills Library Consortium: We are hoping to have cataloging standards in place after our October meeting to improve consistency in the catalog and help with training our newer librarians. There is some discussion taking place about expanding reciprocal borrowing beyond what already exists between Sturgis and Rapid City, but it is early in the conversation at this point.

Local Projects: We completed the fiction relabeling and are just working on a few space issues in the mystery room, but the young adult and general fiction sections are much improved.

Overall response has been positive with a few specific patron complaints about the fact that things have moved. Other projects we hope to complete before the end of the year include the finishing touches on the children's section, the computer updates (despite a holdup with a software issue), and finishing the cleanup/reorganization of the staff area.

Staffing: Our work study page position has been filled. She completed her orientation yesterday. Her name is Carlie Visser.

Training: Library staff will participate in DISC assessment training and safety day next week. Amber completed CPR/first aid training with another department in August, so now all staff except pages are CPR/first aid certified.

Strategic Plan: Plan to implement regular technology assistance times again starting this fall.

Marketing Plan: On hold while we complete existing projects.

Technology Plan: Planning to replace two public computers while we work through the software issues previously mentioned to accomplish the updates by the end of the year.

Circulation Statistics:

July 2023

Physical Loans -----	OverDrive Loans -----	Hoopla Loans -----
7,392	3,388	357

August 2023

Physical Loans -----	OverDrive Loans -----	Hoopla Loans -----
6,930	3,246	376

Website Update – The website went live at the end of July and is very user friendly.

Items from the Board – Kelly has heard positive feedback on our implementation of Canva software for marketing.

Action Items

Meeting Room Equipment update – Julie moved to approve the expense of up to \$1,200 from the fines account to purchase a smart television, wall mount, and HDMI cord for the meeting room for presentation use. Kelly seconded. Motion carried.

Review Computer Use Policy – Kelly moved to approve the Computer Use Policy with edits provided by Amber. Julie seconded. Motion carried.

Review Collection Development Policy – Discussion was held regarding the request for reconsideration portion of the policy and the process for handling requests. Kelly moved to approve the Collection Development Policy as is. Julie seconded. Motion carried.

The meeting was adjourned at 4:30 p.m.

Next meeting: November 9, 2023, at 4:00 p.m.