



Siouxland Libraries  
Downtown Library

*Lifelong Learning, Recreation and Information*  
[www.siouxlandlib.org](http://www.siouxlandlib.org)

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**MINUTES OF BOARD OF TRUSTEES MEETING**  
**Siouxland Libraries**  
Downtown Library  
Wednesday, May 10, 2017

1. Roll Call and declaration of quorum. The meeting was called to order at 4:35 PM by Jean Beddow. Members present: Jean Beddow, John Beaman, Becky Thurman, County Commissioner Dean Karsky, and Library Director Jodi Fick. Members absent: Jed Huisman, Craig DeJager. Staff present: Autumn Hausman, Kim Kobblank, Amy Clare, Jenna Neugebauer. Guests present: Kathy Deerr, Michelle Kenney.
2. Adoption of the agenda. Motion by Becky Thurman to amend the agenda to move New Business after the adoption of the agenda. Seconded by John Beaman. Motion carried.
3. New Business. Fick shared information on the Family Place dedication which took place just before the board meeting. She talked about the training staff attended, the reorganization of space, the Blossom Grant that was used and the Parent/Child workshops. She then introduced Kathy Deerr who gave a presentation on Family Place libraries and their need and impact on the communities. Investing in early learning has a return on investment of from 7-10%. Kathy complimented Siouxland Libraries on the work our staff has done over the last few years to become a Family Place Library.
4. Motion by John Beaman and second by Becky Thurman to approve the minutes of the March 8, 2017 meeting. Motion carried.
5. Review of financial and statistical reports. Fick reported that with 33% of the year complete, 29% of the budget has been spent. The library, along with all city departments, is delaying some purchases and reducing spending in areas with low customer impact as sales tax revenue is not being collected at the rate that was anticipated. Karsky noted the 92% was spent in Caille facilities; Fick explained that was a carryover from the 2016 remodel as some of the lighting was installed in 2017. Fick moved on to the statistical report. Of note, circulation continues to be high due to the new auto renew feature. Use of digital products is solid. Interlibrary Loan (ILL) is seeing an uptick with a recent change in what we loan and borrow. Media items (movies, music and audio books) have been added to both borrowing and lending. Siouxland customers are requesting materials from other libraries at a higher rate than other libraries request Siouxland materials. Meeting and study room usage has increased; some of this is due to the additional bookable rooms at Caille with the renovation. Computer usage continues to trend down. More customers use the Wi-Fi with their own devices. With the decrease in public computer use, the number of computers has been decreased at some branches. This will impact the budget next year as computer replacement costs will be reduced. Karsky asked about the increased use of Wi-Fi and the ability to handle this. Fick said that IT was able to negotiate a better contract with the bandwidth vendor for more bandwidth for less money. Beaman noted that he sees the majority of usage by children. Fick said that it varies by location. Downtown sees more adults than

children, but Oak View and Prairie West have more use by children. Children also have access to the AWE stations which are loaded with games and not connected to the Internet; the AWE stations are popular. Programming continues to grow; there was a 10% increase in the number of programs and a 17% increase in attendees for the first four months of 2017.

6. Library Director, Staff and Board Member Reports. Fick reported on the significant amount of training staff attended the past two months. All staff attended training on the new program proposal and planning system using SiteCore. All program proposals now use a standard form and are shared in a single searchable database. This standardization will increase the ability to share and re-use programs across the system. Programs are also being planned approximately six months out. The yearly Staff Day was April 21 with all branches closed for the morning. The day started with an Avera trainer who shared a program on Innovative Hospitality. This is going beyond customer service into welcoming our customers as guests and making their visit to the library enjoyable and unexpected. Next was a variety of sessions led by some of management and frontline staff. April conclude with staff Communico training. Communico is the software that replaces the existing meeting room booking and event calendar. Data was migrated to the new system on May 8 and the new software will be live to customers as soon as all data is verified. The library mobile app was also upgraded this spring. The new app is available in the Apple store but not in Google Play yet. Once Google Play is active, the app will be promoted to the public. Beaman shared that his wife accidentally downloaded the old app. Fick said we been in contact with Apple to get it removed. Fick has been working on the 2018 budget with an expected 0-1% growth. Fick showed new table cover and flag with library name/logo recently purchased for promotional events. Staffing update: Val Schonewill accepted a new position with the city Human Relations department. Staffing levels were evaluated and two staff moved to different branches: Aldijana Mustic from Oak View to Downtown and Brian Borden from Prairie West to Oak View. There is currently a vacancy at Prairie West. Beddows asked about the vacant administration position. Fick shared that we delayed filling the position as part of the holdbacks for the 2017 budget. When the position is filled, we will also be reorganizing the department. Summer Reading Club starts soon with the theme "Build a Better World." This year we will continue to have some online logging as well as paper logging of reading with the kids getting small prize rewards as they progress, and a big prize when they complete the program. The Wee Read and Play Fair, for children birth to age 5, is scheduled for June 3 at the Downtown Library.
7. Public Input. (There was no public input.)
8. Unfinished Business. Kim Koblank and her committee brought the draft of the meeting room policy. The previous policy was written when we only had two meeting rooms at Caille and Downtown. The changes take into account the variety of options there are now are at multiple locations. Use of the rooms was analyzed and most rooms were used about 30% of the time. Changes to this policy include the ability to charge a fee when a for-profit group is using the room. This fee will need to be created using a City Ordinance and be passed by the City Council. The board read the policy and brought up one concern. There is a statement on priority for library programs. This statement will be removed from the policy. Karsky made a motion and seconded by Thurman to pass the policy minus the priority statement contingent on City Council approval of the fee with an effective date of September 1, 2017. Motion carried.
9. Other.
10. The next regular meeting will be on July 12 at 4:30 PM at the Prairie West Branch.
11. Adjournment. The meeting was adjourned at 5:45 PM.

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Monique Christensen  
Library Staff

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Date Approved

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Jodi Fick  
Board Secretary

