

Siouxland Libraries
Downtown Library

Lifelong Learning, Recreation and Information
www.siouxlandlib.org

200 NORTH DAKOTA AVENUE • P.O. BOX 7403 • SIOUX FALLS, SD 57117-7403

MINUTES OF BOARD OF TRUSTEES MEETING
Siouxland Libraries
Ronning Branch
Wednesday, November 8, 2017

1. Roll Call and declaration of quorum. The meeting was called to order at 4:37 PM by Jean Beddow.
Members present: Jean Beddow, Alexandra Hartzler, Becky Thurman, and Senior Librarian Monique Christensen.
Members absent: Jodi Fick, Craig DeJager, Jed Huisman, and County Commissioner Dean Karsky
Staff present: Dan Neeves and Jane Taylor
Media present:
Guests present:
2. Adoption of the agenda. Motion by Thurman and second by Hartzler to adopt the agenda. Motion carried.
3. Motion by Hartzler and second by Thurman to approve the minutes of the September 13, 2017 meeting. Motion carried.
4. Review of financial and statistical reports. 83% of the year is complete and we have expended 74% of the budget. We expect to return 7% of our budget back to the general fund. One large project we have left is to replace a soft seating at Oak View and meeting room chairs for Colton. The current Oak View furniture is original to the building and was purchased in 2005. Cost is \$12,000. Allie asked what happens to monies returned to budget. Monique explained the decline in funding from sales tax and that this money would have come out of the general fund. The open Assistant Director position is part of the 7% not spent. In the Capital Budget the Crooks building project moved to the operating budget, and the two fiber projects at Prairie West and Oak View have been delayed. Capital money can carry over, so Jodi is investigating whether the projects can be done in 2018/2019 e-Rate year. In the statistical report, the mobile app connections shows a 54% decrease probably due to a number of weeks with no app when we switched to a new app, and our website and catalog becoming responsive in design. Customers using mobile devices no longer need an app, although the app has extra features. Allie asked if the number was app users or downloaders. It's the number of users for that month. Website visitors has increased from 15,000 to 26,000. This may be due to a different way of counting since the website was redesigned and people switching from using the app to the website. Circulation is up 8%. Allie asked if we set circulation goals. Monique said we used to set goals for circulation, but we don't have control over people checking out materials. We changed the goals to ones that we can directly control. Year-to-date circulation of all materials is slightly over 2 million. That is a good number for our system. Meeting room usage has gone up. The board approved the new meeting room policy which was to take effect in September or after the ordinance was written and passed by Council. The ordinance is written but it hasn't gone through City Council yet. In looking at scheduling with the council Jodi noticed uptick in usage; she has concerns about allowing businesses access to the rooms making them less available for the non-profit organizations. Kim Koblank has

been asked review the meeting room use statistics and report her findings. Jean asked what accounts for the rise in usage: Jane Taylor suggested it is study room usage. Monique agreed that the Caille study rooms are part of it but Kim's assignment will give us more information. In programming we see that our total number of programs is down 13% but attendance is up 2.3%. We are doing less programs, but the programs have higher attendance. This is a result we want. Collection statistics shows that fewer materials are being removed from the collection.

5. Library Director, Staff and Board Member Reports. Library administration is recommending changes to the hours that public Wi-Fi is available. Originally public Wi-Fi was offered 24/7. Due to security concerns, the hours were changed to 5 am to 11 pm daily. We recommend changing to 7 am to 10 pm Monday-Friday and 7 am to 6 pm Saturday and Sunday. There are concerns about safety around the libraries when people are lingering at night. Customers have expressed discomfort using the book drop after hours. This tightening of access is a national trend with some libraries only providing Wi-Fi during open hours. As this is a valuable community resource, we analyzed usage data and a minimal number of people will be affected with the shortened hours. Most people access Wi-Fi during business hours. Police Chief Burns is supportive of the change. The new schedule will begin November 20. Jodi would like feedback from the board. (Board consensus: agreement). As another option for the public's need for internet access, we have been testing mobile hotspots that could be checked out by customers. E-Rate funding may reimburse up to 70% of the cost. Allie asked if Midco or some other business could sponsor the service and devices. Monique says yes, it's a matter of going through city committees to ask for sponsorships and have companies propose an offer. The library has not done any sponsorships before. Vicki Biggerstaff (system support) is retiring next Friday; there is a small gathering downtown Friday, November 17 from 2:30-4:00. Monique, Kim Koblanck, and Justin Stevenson have taken on most of her tasks. After the reorganization plan is done, her position will be filled. You can now log into your account on the library catalog and pay any fees with credit card, debit card or PayPal. Since it's been up and running, we've had \$450 paid online without any promotion of this option.

Code of Conduct Policy Review: Dan reported on the work in progress. Dan provided a copy of the current Rules of Conduct with tracked proposed changes. It was last updated in 2012. Clunky and ambiguous language is being rephrased. We want to ensure that our staff and customers are safe by having a clear set of rules that can be easily interpreted and followed. Dan pointed out several of the areas where we are making the most change such as reducing three statements about noise into one statement. Monique asked the board to read through what we have so far and send comments to Jodi.

One Book Siouland: Jane Taylor presented an update on One Book Siouland. First, the name of the program has changed from Siouland Reads to One Book Siouland. One Book is a nationally known name and more recognizable for what it means. Multi-media support is designing a logo for the program. All programming will be in April: book discussions, generational diversity seminars, grief counseling, and movie viewing. We've received three grants and have applied for a number more. Current budget is \$6,000 so far including library budget and received grants. The author's representative has been contacted about a possible visit, either in person or by video. There will be a press conference in January to begin promotion of the event.

6. Public Input. (There was no public input.)
7. Unfinished Business.

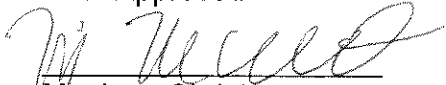
8. New Business.
9. Other. Monique handed out the 2018 Library Board meeting schedule and locations. She also shared the November Across Siouxland brochure and the ¼ sheet advertising the new newsletter.
10. The next regular meeting will be on Wednesday, January 10, 2018 at 4:30 PM at the Oak View Branch.
11. Adjournment. The meeting was adjourned at 5:15 PM.



Dan Neeves
Library Staff



Date Approved



Monique Christensen
Board Secretary