



## MINUTES OF BOARD OF TRUSTEES MEETING

### Siouxland Libraries

Downtown Library

Thursday, July 19, 2018

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Jean Beddow.
2. Members present: Jean Beddow, Craig DeJager, Alexandra Hartzler, Jed Huisman (by phone) and Library Director Jodi Fick. Members absent: Becky Thurman, County Commissioner Dean Karsky  
Staff present: Monique Christensen and Dan Neeves
3. Adoption of the agenda. Motion by DeJager and second by Hartzler to adopt the agenda. Motion carried.
4. Motion by DeJager and second by Hartzler to approve the minutes of the May 9, 2018 regular meeting and June 13, 2018 special meeting. Motion carried.
5. Review of financial and statistical reports. Financial report: 50% of the year completed with 42% of the budget expended. Slightly behind in spending – currently working on furniture purchases. The Prairie West fiber project has started. This will be reimbursed through the federal e-rate program with a rate of 70%. DeJager asked about plans for additional branches. Fick and Christensen met with City Planning last month to discuss three potential branches; one to the northwest, one to the south east and one to the south. Hartzler asked what drives the need for a new branch and its location. Jodi responded that one sign is increased usage of a branch; at this time use at Ronning is spiking up. City Planning projects where the population will grow and timing for city infrastructure. A good location is essential for library use. Ronning has the highest circulation as of the month of June, with a total of 40,686 in number. Overall circulation is decreasing, following a trend across the nation; an improving economy typically results in decreasing library circulation as people purchase their reading materials. When the economy dips, library circulation goes up. Online sources are being used more and more, aside from magazines. Meeting room usage continues to increase. The use of the library's WIFI exceeds the use of public computers.
6. Library Director, Staff and Board Member Reports. A library associate has been hired: Dani Fritz, a former part-time employee at Prairie West is now full-time and assigned to Caille. Michelle Wilson resigned from the Downtown library to take care of family. The library will be interviewing candidates for the newly opened library associate position. The applicant pool is 55 applicants with 39 making the initial screening by HR. Candidates that are made eligible after interview are placed on an eligibility list which lasts 3-6 months. The first Siouxland Libraries Staff Spotlight was just sent out highlighting individual StrengthsFinder talents. Fick asked if the board members would like to receive the emails. All agreed.
  - a. Ronning Branch Closure Dates for Shelving Installation. The branch will be closed from September 4 through September 23. The library will reopen as soon as the project is complete. Staff will be removing the library collection from the shelves and refilling them; removal of the shelving and installation of the new shelving will be done by the vendor. The Minnehaha County

Archives building, Parker Public Library, and the Hartford branch will be receiving the old shelving.

- b. 2019 Holiday Hours. Fick handed out the 2019 closed dates including two half day staff training days. She also noted that the libraries will be open on Veterans Day on Sunday but will be closed on Monday, November 12 as this is the date the City of Sioux Falls observes the holiday.
7. Public Input. (There was no public input.)
  8. Unfinished Business. There was none.
  9. New Business.
    - a. Policy Review – Discipline Policy. Dan explained the new policy and the process to get the policy written. Some changes have been made to help the customers and staff better understand the policy. The appeal of bans will mean the library board may have some additional special meetings to hear the appeals. A motion was made by Hartzler and seconded by Huisman to approve the new policy with an effective date of August 15, 2018. Motion carried.
    - b. Hartford Branch Library Open Hours. Fick handed out the proposed hours for Hartford. The handout shows the current summer and school year hours and the proposed hours. Current customers were consulted. The new hours are Tuesday – Thursday 2-7 and Friday and Saturday 10-1. A motion was made by DeJager and seconded by Hartzler to approve proposed Hartford Branch hours as presented. Motion carried.
    - c. 2019 Budget. Fick shared the 2019 budget. The majority of the budget request was prepared in May by Fick with input from library management. Finance refined it in June. Fick presented the budget to the Mayor and his team July 2. The Mayor made final decisions on all of the city department budget requests and determined what initiatives will move forward. The library budget includes an increase in wage for Part-time staff, Oak View fiber, a new bookmobile, furniture replacement, and a custodian for the Downtown library. A motion was made by DeJager and seconded by Huisman to recommend the budget to the City and County for approval. Motion carried.
    - d. Election of officers. Beddows opened the floor for nominations for Chair. Jean Beddow was nominated. A motion was made by DeJager and seconded by Hartzler to elect Beddow as Library Board Chair. Motion carried. Jed Huisman was nominated for Vice-Chair. A motion was made by Hartzler and seconded by DeJager to elect Huisman as Library Board Vice-Chair. Motion carried.
  10. Other.
  11. The next regular meeting will be on Wednesday, September 12 at 4:30 PM at the Brandon Branch.
  12. Adjournment. The meeting was adjourned at 5:30 PM.

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Name  
Library Staff

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Date Approved

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Jodi Fick  
Board Secretary