



MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Brandon Branch

Wednesday, September 12, 2018

1. Roll Call and declaration of quorum. The meeting was called to order at 4:37 PM by Jean Beddow.
2. Members present: Jean Beddow, Craig DeJager, Alexandra Hartzler, Jed Huisman, Becky Thurman and Library Director Jodi Fick. Members absent: County Commissioner Dean Karsky. Staff present: Monique Christensen, Sharon Hall and Justin Stevenson.
3. Adoption of the agenda. Motion by Huisman and second by Thurman to adopt the agenda. Motion carried.
4. Motion by Hartzler and second by Huisman to approve the minutes of the July 19, 2018 meeting. Motion carried.
5. Review of financial and statistical reports. The budget year is 67% elapsed with 62.5% of the budget expended. The Technology line had large expense this month as funds were moved into the City's revolving fund for replacement of computers, servers and other technology. Program Support is also ahead in spending. Reading Bridge Tutoring, funded by grants, is in this category. Tutors were paid in August. Reading Bridge expanded this year to all Siouxland Libraries locations except Garretson where the program is at the school. In the capital budget the collections line is falling behind. Our collections librarian has been working with the selectors to increase their purchasing. They are looking at ways to change their purchase patterns to better serve the customers. One way is to change our holds ratio number. If there are multiple holds on a title the selectors will be buying additional copies sooner than before. Hartzler asked about the library's ability to move money from one line to another, specifically from Capital to Operating in the area of collections. Monies cannot be moved between Capital and Operating. Christensen asked that Fick clarify the difference between the collections line in the capital budget and the collections line in the operating budget. Fick explained the capital budget is for physical items including ematerials where we purchase the titles. The operating collections budget is for electronic and subscriptions that we do not own the item but have access to it. The statistical report is more in-depth than what is shown on the printed report. Some categories that have statistics for each location show only the system-wide totals; more detail can be provided if requested. This month's report does not have many significant changes. Website and mobile app use are up. Electronic use shows a significant drop due to a standardization by the industry in how uses are counted. Prior to this some databases may have counted each page someone clicked on vs. now counting one session as one use. This standardization will make it easier comparing databases and their usage. Hartzler asked if our budget goals could be incorporated into the statistical summary handout. Fick agreed and will work on that for the next meeting.
6. Library Director, Staff and Board Member Reports.
 - a) Christensen reported on the Ronning Branch Shelving Installation. All was moving along well. The branch will be opening ahead of planned on Monday September 17. Staff worked alongside the shelving vendor to remove all materials from the old shelves before they were removed and replacing the materials on the new shelves when they were ready. Layout of the shelving is similar to the way it was with a few modifications. The old shelves were 90" tall and they were reduced to

66" in height. This helps to bring light into the aisles and onto the materials so customers can more easily browse the collections. Additional color was added including repainting walls in the youth area. Much of the old shelving was gifted by the City Council to Minnehaha County for their archive building and the Parker Public Library for their new building. Other shelves were repurposed at the Hartford Branch and the Brandon Branch.

- b) Fick reported on One Book Siouxland. Last year over 500 people participated in the first One Book Siouxland, either reading the book or attending the events or both. This year a large committee read a variety of books and came together to recommend three titles to the selection committee. The selection committee members read all three titles and met to discuss which title would be the best fit for One Book Siouxland. The title selected will be announced to the public in December. Staff are working on a wide range of programming ideas to complement the title.
- c) Director Report: Fick reported on the ribbon cutting of the Hartford Branch; overriding theme of the speakers was the collaboration between all the entities and the get it done attitude that moved the project along quickly. Christensen shared a photo of the new walkway entrance to the branch. The entry area is fenced and has a shaped metal sign. A Boy Scout group built benches for the new green space outside the library. Fick shared staffing changes since the last meeting. Michelle Wilson and Amy Clare have both left the library and we have two new Library Associates Carl Fellbaum and Brianna Venekamp. Carl comes to us from the Washington Pavilion where he did a lot of program creation. Brianna was a middle school teacher at Whittier and has an education background. Fick presented the library budget to a joint meeting of the City Council and County Commission. It is available to view on the City's website. The budget was passed by this body but there will be some additional budget changes pending the AFSCME contract and COLAs. Those changes are approved by the Council. Sean Minkel, Assistant Director of the Rapid City Public Library, spent a week with us to learn about how Siouxland operates. Sean's overall comment was the professionalism of our staff. One area that leads back to the budget is how lean Siouxland is running. Rapid City's service population is half of ours. We have 73 FTE while they have 38. They have 2 locations and we have 13.

- 7. Public Input. (There was no public input.)
- 8. Unfinished Business. (There was none.)
- 9. Other. Justin Stevenson demonstrated two library resources. Hoopla for downloadable video, audiobooks, eBooks and comic books and Proquest for searching electronic articles from the Argus Leader. Proquest is paid for by the State Library and is available to all South Dakota libraries through that subscription.
- 10. The next regular meeting will be on Wednesday, November 14 at 4:30 PM at the Caille Branch.
- 11. Adjournment. The meeting was adjourned at 5:40 PM.



Monique Christensen
Library Staff

11-14-18

Date Approved



Jodi Fick
Board Secretary