

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Downtown Library

Wednesday, January 8, 2019 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:31 PM by Jean Beddow. Members present: Jean Beddow, Alexandra Hartzler, Jed Huisman, Becky Thurman, and Library Director Jodi Fick. Members absent: Craig DeJager, County Commissioner Dean Karsky
Staff present: Amber Fick, Alysia Boysen, Dan Neeves, Jane Taylor, Monique Christensen, Dan Friedbauer. Guests present: James Stratmeyer of ITS
2. Adoption of the agenda. Motion by Huisman and seconded by Hartzler to amend the agenda to move item 5A after item 3. Motion by Thurman and second by Huisman to adopt the amended agenda. Motion carried.
3. Motion by Huisman and second by Thurman to approve the minutes of the November 14, 2018 meeting. Motion carried.
5.A Winter Reading Program Update. Amber Fick explained the Winter Reading Program for children and adults. People will read different types of books and do activities to complete bingo cards. Prizes for a bingo are coffee cups and color-changing drink cups filled with goodies, pencils, and bookmarks. Participants can keep track of reading online or on paper. Once a participant finishes a bingo they receive a prize and enter a raffle for a grand prize. The adult and kids bingo cards complement each other so families can work on them together. Teens have their own program that runs from Oct-April. Oak View participation in reading programs is low. The staff are going to use their regular Chapter Blasters time to read with the kids and help them complete their Bingo cards.
4. Review of financial and statistical reports. Fick reviewed the financial report; with 99% of the year completed, 93.7% of the budget has been spent. 2018 bills continue to be received so a final budget will be available at the March meeting. Recent purchases included increasing security within the buildings by adding access panels to doors, panic buttons, and security cameras at many locations. Furniture was updated at the Brandon branch. A group of Brandon students complained about the replacement of the student seating. The previous chairs, purchased in 2002, were stained and hard to maintain and were replaced with plastic chairs. The Collections line in the capital budget was over spent; extra money from the shelving project will cover the overage. Fick shared the statistical summary report. Interlibrary Loan statistics show that borrowing from other libraries has increased significantly. This is one indicator that the collection budget is not keeping up with the needs of the community. The number of library card holders (people who used their card in the past three years) has increased from 93,356 to 97,122.
5. Library Director and staff reports. Christensen reported on changes to library publicity. The Across Siouxland Libraries brochure is ending in January due to the amount of staff time required to create it. With Communico, staff are able to print on demand brochures for customers that are customized to the types of programs they are interested in. A Featured Events handout will be produced for a few months to transition the public to on demand brochures. Brochures are also being developed by age group that feature regular programs. Fick reported on the library BHAGs. The website redesign BHAG has initial meetings next week. For the Early Literacy BHAG, Jenna Neugebauer is leading the

project and has developed a document to record progress on sub-projects. The planning document was shared: it shows the project lead, status reports, dates, and links to additional documents. Taylor shared an update on One Book Siouxland. The book, *Prairie Fires* by Caroline Fraser, was announced at a December press conference; Beddow attended along with many of the selection and advisory committee members. Taylor and Fick were interviewed on the SDPB radio by Lori Walsh. Taylor handed out bookmarks that listed the author visit information and some of the programming. Planned programs include: quilting, the dust bowl, Laura inspired Cook the Book program and a Laura impersonator. For kids and families: pioneer activities, Native American art, and Oregon Trail based games. There will be book discussions including a new virtual book discussion on Facebook and a special parent and child book discussion of *Little House in the Big Woods*. There will be a display on the impact of weather on South Dakota. A visit by the author on Saturday, April 27 is the highlight of the One Book event.

6. Board Reports. (There were no board reports.)
7. Public Input. (There was no public input.)
8. Unfinished Business. (There was no unfinished business.)
9. New Business. Fick shared the need to review the library board by-laws to see if any changes are warranted. Hartzler, Beddow and Fick will meet to review and bring recommendations to the board. Fick, Boysen, Friedbauer and Stratmeyer reported on Expanded Access at Hartford – staff saw a demo of a product that allowed libraries to open their doors to increase access when the library is closed. We vetted this with multiple departments in the City of Sioux Falls as well as with the City of Hartford and the Senior Center. Friedbauer and Stratmeyer put together a technology plan to build the system in house. Customers will sign a usage agreement, have an orientation session, receive a badge for access and then they will be ready to go. Extended Access hours will mirror those of Hartford's City Hall. Customer will swipe their badge on an exterior reader and enter a PIN. The door lock will release, the lights will turn on, and they will hear a welcome message. A phone is available to call the Downtown Library if assistance is needed while in the building. Once they complete their business, they swipe their badge on an interior reader to leave and the lights will go off unless another user is in the building. Security cameras will allow staff to view what is happening in the library remotely. Reports will be available on usage of the service. Motion by Thurman and seconded by Huisman to approve the Expanded Access terms and Conditions form. Motion carried.
10. Other.
11. The next regular meeting will be on Wednesday, March 13 at 4:30 PM at the Ronning Branch.
12. Adjournment. The meeting was adjourned at 5:47 P.M.



Monique Christensen
Library Staff

3/13/19

Date Approved



Jodi Fick
Board Secretary