

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Downtown Library

Wednesday, July 8, 2020 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:32 PM by Beddow. Members present: Jean Beddow, Alexandra Hartzler, Lorie Hogstad, Anne Land, Joel Rosenthal and Library Director Jodi Fick. Members absent: County Commissioner Cindy Heiberger Staff present: Monique Christensen and Beth Berg
2. Adoption of agenda. Motion by Hogstad and second by Land to adopt the agenda. Motion carried.
3. Motion by Rosenthal and second by Hogstad to approve the minutes of the March 11, 2020 meeting. Motion carried.
4. Review of financial and statistical reports. Due to COVID, we are working with setbacks amounting to about 10% of our budget; the financial report doesn't show the adjusted amounts. Less than 50% of the budget is currently spent. In the Capital budget, we have a 20% setback, which is a significant decrease in the materials budget. We have a meeting with Finance to evaluate the adjustments. Currently \$275,000 is set back. The holdbacks affect print purchases not digital. The statistical spreadsheet is abbreviated due to lack of services during this time. Circulation shows reopening of branches that began with Downtown June 8 and other branches over the next 2 weeks. We also had curbside continuing in June. Checkout of digital resources are up 30%. Digital presence was helped with vendor deals including Hoopla bonus borrows and Kanopy offering one month free. Our online programs in June saw some traction. There was more use in April and May. COVID has given us a chance to broaden our programs. One great example was online trivia, which had 176 participants.
5. Library Director and staff reports. Staffing: Part-time staff have been inactive since April 1. About 1/3 of full-time staff were reallocated to other departments. By July 13, we will have all full-time staff back. Reallocating helped balance the overall city budget and gave significant assistance to other departments who couldn't hire seasonal staff. Oak View Roof: project will be bid next month. The Oak View roof engineers are under contract. We had roof leaks this summer at Oak View, Ronning and Downtown. Oak View fiber: being tested this week and then we can move from microwave internet to fiber. New Bookmobile: new truck has arrived and next will received a graphic wrap designed by the Communication department. A week of welcome events are being planned in mid-August. New Logo: The City unveiled a new logo for all city departments to use. Because Siouxland Libraries is both Minnehaha County and Sioux Falls, we worked with Communications to update the current library logo to compliment the new City logo, using a similar color palette and font. Service and project adjustments due to COVID: There is a longer wait for holds due to the reduced budget, extension of due dates and hold dates. We kept our book returns open, which helped. RBDigital unlimited collection helped during COVID but RBDigital was purchased by Overdrive. We don't yet know what that will mean for the unlimited collection. School card project is on hold. We plan to continue planning in the fall with pilots in January. Digital selectors added more materials during the closure. We advertised by creating content carousels and highlighting digital content in newsletters. Online programming began, first in homes then with

better technology as we learned. We launched Book Butler similar to Blind Date with a Book. We piloted curbside service in April then Smithfield happened. We held off then launched at the end of April. Curbside allowed many people to get their books but not all. Holds from March, April, May and June will expire Tuesday, July 13. Grab and Go service started quietly. Some branches have become busy and others have stayed quiet. We're adding more hours beginning July 13. Next we plan to add public computers by appointment. This is a significant overhauling as the software and computers are all being updated first. IT is still working on the deployment. Krystal Pederson spearheaded a significant partnership with parks and other city departments for summer programming. They all adopted the summer reading theme Imagine Your Story. Checkout the website and sign-up for the newsletter. 2021 budget is flat budget other than personnel, technology costs and utilities. The budget presentation will be Tuesday, August 25 at 5 pm at the joint meeting of the Minnehaha County Commission and the Sioux Falls City Council. During COVID, we are evaluating library hours and will use this as an opportunity to make changes to reduce or rearrange open hours. With a flat budget, we know we have to make changes to continue to offer services and pay our part-time staff an adequate wage. We will look at how are customers are using us and other businesses. Beddow affirmed this move. Rosenthal suggested we have better data and history to make the decision. Fick shared that customer are using Wi-Fi while we are closed and the usage is down about 80% since COVID. Hartzler asked about more expanded access. Fick shared we are moving a self-check to Crooks; we will complete the project based on available budget.

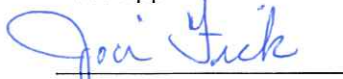
6. Public Input. (There was no public input.)
7. Unfinished Business. (There was no unfinished business.)
8. New Business. The collection development policy is framework/guide for purchasing and selection. It is the public facing why and how we manage the collections. This revision is more concise, aligns with the mission and core values. It is used when someone finds something they don't like. Rosenthal cited its opinion neutral and pro intellectual curiosity. Motion by Hartzler and second by Rosenthal to approve the Collection Development Policy effective August 1. In 2012, we eliminated late fees on children's materials starting with Bookmobile, then across all children's materials. Use went up. Recommendation to expand this to teen materials. Damaged or lost items will be billed as usual. Motion by Land and second by Hogstad to eliminate late fees on teen materials.
9. The next meeting will be on Wednesday, September 9, 2020 at 4:30 PM at the Downtown Library.
10. Adjournment. The meeting was adjourned at 5:40 P.M



Monique Christensen
Library Staff



Date Approved



Jodi Fick
Board Secretary