

Library Board of Trustees Meeting  
Thursday, March 11, 2021, at 3:30 p.m.  
Meeting in City Hall Room C&D and via Zoom

Minutes

*Roll Call –Chris Davis, Larry Klarenbeek, Fred Romkema, Julie Gardner, Amber Wilde, Ashley McDonald*

**Consent Agenda**

Approval of November and January minutes – Larry moved, Chris seconded, approved unanimously.

Financial report and bills – Julie moved, Fred seconded, approve unanimously.

Check #4014	Smithsonian	\$34	subscription renewal
#4015	Time	\$58.52	subscription renewal
#4016	Elm USA	\$82.95	disc cleaning supplies

**Discussion Items**

Director’s Report -

State Level: We have had a number of questions about the recent announcement that several Dr. Seuss books will no longer be published. These books have not been “banned.” We have several of these on the shelf and no plans to remove any Dr. Seuss books from the shelves. Due to the recent stimulus act passed by Congress including dollars for libraries we are expecting that another round of technology grants will be made available through the State Library. State Librarian Daria Bossman has announced her retirement effective in June of this year.

Black Hills Library Consortium: We are looking at renewing our contract for Koha in July 2021. Our current annual cost is \$6,530.41. They are projecting our cost to increase by just over \$500 over the course of the next 5 years for a total annual cost of \$7,135.93 in 2025-2026.

Local Projects: Staff are working on completing the labeling projects began during our closure. We are also implementing the Big Read program along with the Matthews Opera House and other community partners and beginning preparations for the Summer Reading Program.

Staffing: Nothing new to report.

Training: Shayna has completed Jump Start training for the Summer Reading Program. Tom has attended some Share-it training from the State Library to assist with his new role in interlibrary loan.

Circulation Statistics:

January 2021

Total Loans	Total Renewals
5,344	1,401

February 2021

Total Loans	Total Renewals
5,162	1,542

Amber recently presented to City Council with an annual report and included the following statistics:

The library currently has 7,689 active library cards.

The library added 423 NEW patron cards in 2020, which is lower than a normal year but not bad considering the events of 2020.

There are currently 61,441 physical items in the collection and more than 30,000 digital items.

Overall circulation for 2020 was 106,676 vs. 139,174 in 2019. Circulation for all areas of the physical collection was significantly down. Circulation for digital items was up but not enough to account for the difference as it has been in the past, but this is likely due to Covid-19 and not expected to be an ongoing trend.

Strategic Plan Update -

Our March objective to complete the thorough clean-up of the collection is on track to be completed yet this year. For May, our objective is to create a survey of technology needs to distribute to patrons. Staff will began putting together a list of questions for approval in May. Board members may send suggestions to Amber for inclusion.

Technology Plan Update –

Our March objectives are to consider adding additional technology based on needs, which should be accomplished by our upcoming survey, and to develop technology classes on topics of interest. Discussion was held about finding outside partners and resources for these classes.

Items from the Board – Discussion was held about the library’s budget. Amber reported that the 2021 library budget is \$403,651 and that the library expects an additional in-kind contribution of \$65,000 from the city to include utilities, maintenance, copier contract, and depreciation of building). The County’s contribution will be \$230.421. The City’s contribution will be \$238.230 including in-kind. Amber also reported that of the 7,689 active library cards in the system, 1,736 were county residents outside of Spearfish and

4,955 were Spearfish residents. Fred expressed that 4,955 active in cards out of a population of 11,756 seemed very good, especially considering that many cards represent entire families. Fred requested comparison statistics on circulation and saturation of cards for other libraries in the county, state, and nation (if possible). Amber will compile the numbers available.

### **Action Items**

Library signage update – Amber requested authorization to expend money from the fines account to put the library’s logo and hours in vinyl on the main entrance to the library. QuikSigns had offered a quote of \$185.66 for the project. Chris moved to approve an expenditure of up to \$200 for the project. Larry seconded. Approved unanimously.

Evaluation of current COVID procedures – Discussion took place regarding moving back toward in-person programming as things continue to improve and considering people’s comfort level as we move through the next few months. Amber expects to be ready for in-person programming for youth in June for the Summer Reading program and will continue to gauge comfort among adults to provide appropriate programming opportunities in the meantime. No official changes to current procedures were made.

2021 Library Closures – Julie moved to approve the following closures. Chris seconded. Approved unanimously.

New Year’s Day	January 1 (Friday)
Martin Luther King, Jr. Day	January 18 (Monday)
President’s Day	February 15 (Monday)
Easter	April 4 (Sunday)
Memorial Day	May 30-31 (Sunday-Monday)
Independence Day	July 4-5 (Sunday-Monday)
Labor Day	September 5-6 (Sunday-Monday)
Native American Day	October 11 (Monday)
Veterans’ Day	November 11 (Thursday)
Thanksgiving	November 25-26 (Thursday-Friday)
Christmas	December 24-25 (Friday-Saturday)
New Year’s Eve	December 31-January 1 (Friday-Saturday)

These will be the closures at a minimum. If the Mayor declares administrative leave for any additional days/hours, the library will close.

Election of Officers – Larry moved that Kelly Kirk remain president and Chris Davis remain vice-president. Fred seconded. Approved unanimously.

The meeting was adjourned at 4:15 p.m.

Next meeting: May 6, 2021, at 3:30 p.m.