

Library Board of Trustees Meeting  
Thursday, May 9, 2019, at 3:30 p.m.  
Library meeting room

Minutes

*Roll Call –Chris Davis, Josh Horak, Emily Benvenga, Daryl Johnson, Larry Klarenbeek, Amber Wilde*

**Public Comment**

None

**Consent Agenda**

Approval of previous meeting minutes – Chris moved to approve the March meeting minutes. Larry seconded. Approved unanimously.

Financial report – Chris moved to approve the financial report as submitted, Emily seconded. Approved unanimously.

**Discussion Items**

Director's Report

State Level: Amber will have more information regarding the SDLA schedule at our July meeting so we can determine what training board members may be interested in. The Annual Report to the State Library was submitted in March. Noticeable changes from 2017 to 2018 include reduction in expenditures ( in part due to staff turnover in late 2017-2018), increase in size of our digital collection, increase in usage of digital collection, and increase in interlibrary loan (due to ease of sharing among the consortium).

Black Hills Library Consortium: Amber has stepped down as chair after two terms but will be serving as treasurer this year.

Local Projects: Staff members are working on cleaning up the non-fiction and local history collections. We are also preparing for summer reading. The kick-off is May 31.

Staffing: Our two work study pages are gone for the summer. One of them will return in August when school starts, and at that time we will look to hire another work study page to replace the second one.

Training: Stephanie and Amber attended Black Hills Area Libraries spring training hosted by Rapid City in April. Topics included job satisfaction, cyber security, and collaboration with local schools. Trustee Chris Davis and Amber participated in the webinar on Equity, Diversity, and Inclusion last week. Chris shared some of the terminology and ways to apply it as a trustee with the board. She has the slides if anyone would like to take a look at them.

**Circulation Statistics:**

March 2019

Total Loans	Total Renewals
-----	-----
7,167	1,880

April 2019

Total Loans	Total Renewals
-----	-----
6,411	1,623

**Strategic Plan Update –**

The board provided feedback on the recommendations put together by Amber and staff. Amber will incorporate suggestions and add detail for consideration at July meeting. Any further comments should be sent to Amber in the meantime.

**Items from the Board –**

Josh and Chris shared a couple of programs they have seen advertised at other area libraries that looked interesting.

**Action Items**

**Library Policy Review –** Amber presented a new format for the policies that is more readable. It includes a fee schedule that has all fees on one page for reference and easy review. It also divides the circulation policy into Circulation, Interlibrary Loan, Patron Registration, and Behavior sections to improve readability and reduce confusion. The City Attorney returned with a few minor recommendations. Due to the substantial revisions, this we will be tabled until July.

**Patron Survey –** Board reviewed a variety of questions that staff came up with and came up with several recommendations: look at ALA and other libraries for possible samples; include sections on technology, use of space, programming, and optional demographics; give ranking options as well as blanks for open-ended comments; consider a reward for participation. Amber will continue research on this project for July meeting.

**Library Display Cases –** As we consider ways to maximize the use of space in the library, Amber requested that we look at some of the long-standing displays in cases in the library and potentially consider finding them new homes. Board agreed that they had had a lengthy stay in the library and should be removed, possibly temporarily to the basement until appropriate homes can be found. Josh moved that the staff do what they see fit with the cases and display items with the exception of throwing them away. Chris seconded. Approved unanimously.

2020 Budget – Emily moved to approve the budget as is once in-kind estimates for 2019 and 2020 are added to the document. Chris seconded. Approved unanimously.

The meeting was adjourned at 4:35 p.m.

Next meeting: July 11 at 3:30 p.m.