

Library Board of Trustees Meeting  
Thursday, May 14, 2020, at 3:30 p.m.  
Conference Call

Minutes

*Roll Call – Kelly Kirk, Chris Davis, Sheleen Bauer, Ron Edstrom, Larry Klarenbeek, Amber Wilde*

**Consent Agenda**

Approval of previous meeting minutes

Financial report and bills – None to report

Larry moved to approve the items on the consent agenda. Chris seconded. Approved unanimously.

**Discussion Items**

State Level: Courier service and state-wide interlibrary loan is shut down until June 1. There are some CARES grants available to libraries that Amber will be investigating.

Black Hills Library Consortium: Libraries are beginning to reopen, but so far materials are not flowing between libraries as they have in the past.

Local Projects: Staff members have done some cleaning, rearranging, and reorganizing during the closure. I encourage you stop in some time and take a look.

Staffing: Myrna Sorensen is scheduled to retire on May 29. Amy Sundberg, one of the current library pages, has been approved to take Myrna's library association position starting later this month. Eric Broussard has submitted his notice of resignation with a last day of May 28. We are currently in a hiring freeze so will be unable to fill that position immediately. Two of the pages and one library clerk are spending part or all of their time assisting with the daycare at the Rec Center until the end of May.

Training: Staff members have been working on online safety trainings and FEMA training during the closure as well as attending webinars on subjects such as COVID -19 response and online programming.

**Circulation Statistics:**

March 2020

Total	Total
Loans	Renewals
-----	-----
3,420	1,419

April 2020

Total Loans	Total Renewals
----- 1,297	----- 89

**Strategic Plan Update -**

A temporary Social Media plan is in place, but a more permanent solution for approval of the board is still in progress. The list of other entities in the community offering similar or related services is currently on hold due to many closures. A plan to better utilize library space is being developed and has already begun with the recent rearrangement.

**Technology Plan Update –**  
Nothing at this time.

**Items from the Board –**

Discussion took place regarding the rearrangement and removal of some of the display cases in the library lobby. Staff were praised for their ability to adapt and continue to provide service during the closure.

**Action Items**

Late Fees – Chris moved to forgive late fees during the month of May in order to encourage the return of materials in a timely manner. Ron seconded. Approved unanimously.

Library Reopening Plan – Larry moved to approve the plan as presented. Chris seconded. Approved unanimously.

2021 Budget Request – Larry moved that Amber create a budget that includes increases for all line items to accommodate inflation. Chris seconded. Approved unanimously. Larry moved that the library request a 5 percent increase from Lawrence County this year. Chris seconded. Approved unanimously.

The meeting was adjourned at 4:16 p.m.

Next meeting: July 9, 2020 at 3:30 p.m.