

Library Board of Trustees Meeting
Thursday, July 11, 2019, at 3:30 p.m.
Library meeting room

Minutes

Roll Call –Emily Benvenga, Kelly Kirk, Ronald Edstrom, Daryl Johnson, Larry Klarenbeek, Amber Wilde

Public Comment

None

Consent Agenda

Approval of previous meeting minutes – Ron moved to approve the May meeting minutes. Kelly seconded. Approved unanimously.

Financial report – Amber requested a change to the July bills. Payment to Yankton Community Library can be voided because they received the book back and determined no payment was necessary. Daryl moved to approve the financial report as submitted with the change, Larry seconded. Approved unanimously.

Discussion Items

State Level: The State Library has increased courier service to both Spearfish and Rapid City, allowing us to go back to three deliveries per week. Amber believes this will increase the speed of item sharing between libraries and also reduce the number of items dealt with each time the courier arrives by spreading it out among three deliveries rather than two.

Black Hills Library Consortium: Our library catalog has now been connected with OverDrive, which allows patrons to do one search and find results in both the physical and the digital collection. There are still a few glitches that affect the search results, but the vendors are working on them.

Local Projects: Summer Reading is in full swing with just two weeks left of programming. We will be cutting back on activities during August to allow for some catch-up time as well as staff vacations. We hope to complete the history room clean-up by the end of summer and the non-fiction collection project by the end of the year.

Staffing: We will be hiring one new work study page when school starts and will have one returning.

Training: Stephanie attended interlibrary loan training in late May to learn about some of the changes coming with the new version of Share-It, the statewide program we use.

Circulation Statistics:

May 2019

Total Loans	Total Renewals
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6,546	1,748

June 2019

Total Loans	Total Renewals
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8,584	1,839

Strategic Plan Update –

Amber reported that the 2017-2019 plan is nearly completed. She will do further work on the 2020-2022 plan following an upcoming webinar on technology planning and will also incorporate data from the patron survey before submitting a new draft for consideration.

Library Website –

The City is launching a new website in August, which will include the library. It is far more attractive and user-friendly than the previous one.

Library Mission Statement –

A number of samples were examined. All were in favor of shorter options with less emphasis on materials. Board determined all should review the examples and bring a recommendation for a brief mission statement to the September meeting.

Items from the Board –

Ron asked what the number one need is for the library at the moment, and Amber responded that space is the biggest issue, particularly the size of the meeting room used for programming. There are regularly too many children for the size of the room at story time and other youth programs, and the library has had to turn away events due to space considerations.

Amber showed a photo of a statue that has been offered as a donation to the library. The board determined that although the gift of local art is very much appreciated, we do not have an appropriate location for it at this time.

Action Items

Library Policy Review – The City Attorney recommended several wording changes for improved clarity. Amber requested the addition of an organizational card status for daycares, nursing homes, etc. who have requested the option, and a decrease in the fee for replacement library cards to allow for recovery of cost while encouraging people to still

get the replacement card. Kelly moved to approve the policies as presented. Ron seconded. Approved unanimously.

Patron Survey – Amber submitted a two-page survey with optional demographic information based on several surveys she found from other similar libraries. Discussion was held regarding incentives, distribution, and timing. Emily moved to use the survey presented in both paper and online form to be promoted in the library, on the website, through social media, and in the City Newsletter during the month of September with a chance to win several prize packages not to exceed a cost of \$100. Ron seconded the motion. Approved unanimously.

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

Next meeting: September 12, 2019 at 3:30 p.m.