

MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING

YANKTON COMMUNITY LIBRARY

Wednesday, January 12, 2022, 5:30 pm

Virtual Meeting – GoToMeeting interface and Yankton Community Library Meeting Room

Meeting called to order by President Sarah Mechtenberg at 5:30 pm. Present virtually were Yankton City Commissioner Jerry Webber, Assistant Library Director Linda Dobrovolny, Sue Otterman, David Koerner, Christine Tielke, and Yankton County Commissioner Dan Klimisch. Jean Huff joined the meeting virtually at 5:45.

Absent: Library Director Dana Schmidt out on maternity leave

Approval of December 1, 2021 minutes: Webber made a motion to approve the minutes of December 1, 2021 with a second by Koerner. Unanimous approval.

Public Comment Period: none

Discussion of Bills/Financial Report: Dobrovolny highlighted expenditures from Advantage Archives for microfilm scanning (paid for with ARPA funds), Larry's Heating and Cooling for HVAC repair, and Minerva's for a staff dinner (paid for with Teget Foundation funds). Klimisch suggested investigating an HVAC maintenance contract. Dobrovolny will consult with Schmidt and Gregg Homstad, City Building Official. Koerner made a motion to accept the financial report with a second by Otterman. Unanimous approval.

Communications and Correspondence: Dobrovolny shared a letter of appreciation and a donation from the Teget foundation in the amount of \$500. The Teget family has requested that a portion of their donation be used for staff appreciation. Dobrovolny also commented that the staff had received many Christmas greeting and treats.

Director's Report: In addition to the written report, Dobrovolny shared that the Friends of the Library recent book sale netted over \$1000. Staff have been excellent in helping to cover duties both while Dana is on maternity leave and as other staff have dealt with sickness. Board members are invited to participate in staff training day on January 17. This would be an opportunity for board training hours to apply to accreditation.

Old Business:

- **Update on accreditation requirements:** Application was approved at the Enhanced Level. An updated strategic plan and community survey is needed to move up to the Exemplary Level.
- **Privacy of Patron Records Policy:** Finalized version as approved at last meeting included in packet.
- **Library Card Policy:** Finalized version as approved at last meeting included in packet.
- **Display of Items Policy:** Finalized version as approved at last meeting included in packet.
- **Computer & Internet Policy:** Referred to City Attorney DenHerder for clarification. No further update at this time.

New Business: None

Other Business: None

Public Comment Period: None

Adjourn the meeting of January 12, 2022: Huff made a motion to adjourn the meeting at 6:00 pm with a second by Klimisch. Unanimous approval.