

**MINUTES OF THE BOARD OF TRUSTEES MEETING
YANKTON COMMUNITY LIBRARY**

Regular meeting, April 13, 2016, at 5:30 p.m.
Library Meeting Room

Meeting called to order by President Tonja Koenigs at 5:30 p.m. Present were Lilah Gillis, Nathan Johnson, David Koerner, and Jim Miner; library director Kathy Wibbels and assistant director Linda Dobrovolny.

Absent with regrets: Amy Nelson

Absent without regrets: Ray Epp

Minutes:

Motion to approve the minutes of the March 9, 2016 by Koerner with second by Johnson; unanimous approval.

Financial Report:

Wibbels explained the over/under line in the revenues that comes from the daily cash register receipts. When there is more cash received than recorded, it's an over. When there is less, it's an under.

Communications and Correspondence:

Wibbels read a thank you from the School of Mines for reference materials withdrawn from our library and donated to theirs.

Public Comment: none

Director's Report:

There were only seven at the volunteer reception. This is the second year for a low turnout so that will be reconsidered next year.

Old Business: none

New Business:

2015 Annual Report:

Discussion was held about several categories: computers, circulation of various items, and withdrawals.

May Meeting Preparation:

- Profile of Success: Wibbels asked for traits of a department head/library director. After the Board had listed several, Wibbels provided a compilation from department heads from their strategic planning session. The Board thought the list was all encompassing.
- Interview questions: Wibbels provided a list of 40 questions that department heads had compiled. After a discussion, the Board decided to narrow down the 40 questions to 20,

add questions they felt were missing, and send results to Wibbels who will compile and rank them and send them back to the Board for more thought and discussion at the May meeting. Wibbels assured Board members that library-specific questions will be added.

- Written press release: Wibbels asked the Board to consider having all final candidates write a press release with information provided to them. She stated that she writes all types of documents and feels that written communication skills are just as important as oral and it is valuable to see each candidate's skill set in written communication.
- Library Director job description: Wibbels presented a draft of what she wrote based upon the current Yankton description and Brookings and Watertown libraries' descriptions. The Board thought it included what they were looking for. Wibbels said the HR department and the City Manager will need to approve the final document.
- City tours: someone from the Board will do tours for candidates who request one.
- Library tours: Linda Dobrovolny will do library tours for those who request one.
- Lunch: will be provided at the library the day of interviews and staff will have the opportunity to meet the candidates.
- Evening reception: This was discussed and no decision made. Wibbels did state that a Friday evening reception would not work. The Board will make a decision on this later.
- Advertising: The Board suggested that HR take care of this and advertise where they would other department head positions and library sources which Wibbels will provide.
- Wibbels asked the Board if they wanted her to attend the May meeting when they meet with City Manager Amy Nelson and begin their planning process. They said yes.

Other Business:

Friends meeting, April 18, 5:15 p.m.: Koerner will try to attend.

May meeting: May 11, 5:30 p.m. with dinner at Minerva's followed by working session with City Manager Amy Nelson.

Adjourn:

Motion by Johnson with second by Koerner to adjourn at 6:35 p.m.

Respectfully submitted,

Kathy Wibbels, Library Director