

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

Regular Meeting, April 12, 2017, at 5:30 p.m.
Yankton Community Library Meeting Room

Meeting called to order by President Tonja Koenigs at 5:30 p.m. Present were Lilah Gillis, David Koerner, Tony Maibaum, Jim Miner, Amy Nelson; library director Tonya Olson, and assistant director Linda Dobrovoly.

Absent with regrets: Todd Woods.

Minutes:

Motion to approve the minutes of the March 8, 2017 by Nelson, with second by Koerner; unanimous approval.

Discussion of Bills and Financial Report: Olson reported that while we are on track for spending, the City Commission had budgeted for an increase in sales tax this year and the numbers are actually flat, potentially a little negative at this point. As a result, City Manager Amy Nelson has asked department heads to create 5% & 10% budget reduction proposals. The library will put off a few projects we had planned for this year, and that should take care of it for us. We've been asked to budget for 0% growth for our budget meetings next month in preparing for 2018 budgets.

Communications and Correspondence:

Olson shared that a family had brought a nice thank you card and fruit pizza in for the staff recently. People seem to love to feed us. 😊

Public Comment Period: None.

Director's Report

Dobrovoly demonstrated the watchlist feature that we have successfully started using recently. We are very excited about this. After a question from the board, it is noted that the watchlist at this time is for physical items only, not electronic holdings.

Old Business: None.

New Business

- National Library Week Video
 - Olson shared that the video has been well received on Facebook during National Library Week.
- Children's Cards

- We would like to eliminate the age requirement for children's cards and also begin issuing physical cards to children. The board indicated that they would be open to this, so Olson will prepare a policy revision for the next meeting.
- Closing Procedures
 - Olson stated that some libraries lock their doors prior to their actual closing time. She requested that we begin locking doors 5 minutes prior to the posted closing time in order to give staff the chance to finish up with patrons and get everything closed up by closing time. It's hard to get people out of work on time when people who have no idea that we're closing can still come in at 2 minutes til close. There was some discussion and it was agreed that this would be fine as long as it was posted on the door and we still monitored the doors to make sure we were letting in people who could conclude their business in 5 minutes. Because this was a procedure, not a policy, it was decided that it didn't need to be voted on. We will begin this when we transition to summer hours.
- 2018 Budget
 - We are budgeting for a 0% increase, so we don't have a lot of wiggle room, but if there are things you'd like to see, we can discuss having them in the budget.

Other Business

- Friends of the Library Annual Meeting: April 24, 2017, 5:15 pm

Adjourn until May 10, 2017:

Motion by Gillis to adjourn with second by Nelson. Meeting adjourned at 6:05 p.m.

The Yankton Community Library is committed to making its facilities accessible to everyone.
If you have additional accommodation requirements, please call 668-5276.