

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

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

Meeting called to order by Vice President Lilah Gillis at 5:31 p.m. Present were Christine Feltes, David Koerner, Amy Nelson; library director Tonya Olson Ferrell and assistant director Linda Dobrovolny.

Absent with regrets: Tonja Koenigs, Tony Maibaum.
Absent without regrets: Todd Woods.

Welcome New Board Member Christine Feltes

Additions to the Agenda:

Olson Ferrell indicated that she would like to speak about the Circulation Policy under Other Business.

Minutes:

Motion to approve the minutes of the May 10, 2017 by Koerner, with second by Nelson; unanimous approval.

Discussion of Bills and Financial Report:

There was some questions about what was on the 1st page of the Revenue Guideline report. Koerner wondered about the large number posted in 3640 Compensation for Loss & Damage. Olson Ferrell & Dobrovolny indicated that they thought that line item was not for the library but another city department. Olson Ferrell will look into it further and report back to the group in August.

Communications and Correspondence:

Dobrovolny relayed an email exchange between herself and Roger Holtzmann. He inquired about the number of volumes we add in a given year and was impressed with the amount, stating, "Where do you put them all!" This was the second request for number of items added this month. For reference, 5,420 items were added in 2016 and 2,601 have been added so far this year.

Public Comment Period: None.

Director's Report:

In addition to the written report, Olson Ferrell discussed her request with City Manager Amy Nelson to make the open 28 hour part time position a full time position; this request was denied due to the current budget situation. She also talked about the new phone system which was installed due to equipment age. The previous phones were installed in 2000. CBP

Communications has been working on upgrading the equipment in July, generously donating the handsets to the library. Each full time staff member now has a direct line and voicemail.

Old Business

- 2016 Annual Report
 - Nothing further to report.

New Business

- Election of Officers for 2017-2018
 - Koerner nominates Gillis for the position of President. Nelson nominates Koerner for the position of Vice President. Feltes makes a motion to accept the slate of officers as nominated, with second by Nelson; unanimous approval.
- AV Equipment Loan Policy
 - Olson Ferrell suggested updating the AV Equipment Loan policy as indicated in attached document. These changes are more in line with what is being done in practice. Motion to accept the changes as written, and also to eliminate the “In-House” use charge column in the fee schedule, by Nelson, with second by Koerner; unanimous approval.

Other Business

- 6-Month Evaluation
 - Olson Ferrell and Koenigs met to go over the 6 month evaluation. Koenigs shared feedback from the Board and Olson Ferrell outlined some goals for the next year. Koenigs recommended to City Manager Nelson that Olson Ferrell be removed from the probationary period. Olson Ferrell will forward the document she and Koenigs worked on to the rest of the Board.
- Circulation Policy
 - Olson Ferrell would like to consider limits on item types in the Circulation Policy. She also suggested splitting the Circulation Policy from the Types of Cards Policy instead of keeping it all as one document. Board members indicated that they would be willing to look at those changes; Olson Ferrell will prepare suggested changes for the August board meeting.

Adjourn until August 9, 2017:

Motion by Nelson to adjourn with second by Koerner. Meeting adjourned at 6:12 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.