

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

Regular Meeting, August 9, 2017, at 5:30 p.m.  
Yankton Community Library Meeting Room

Meeting called to order by Vice President David Koerner at 5:30 p.m. Present were Christine Feltes, Tonja Koenigs, Tony Maibaum, Amy Nelson; and library director Tonya Olson Ferrell.

Absent with regrets: Lilah Gillis.

Absent without regrets: Todd Woods.

**Additions to the Agenda:** None.

**Minutes:**

Motion to approve the minutes of the July 12, 2017 by Nelson, with second by Koenigs; unanimous approval.

**Discussion of Bills and Financial Report:**

Olson Ferrell reported that she looked into the questions about the 1<sup>st</sup> page of the Revenue Guideline report. As suspected, the lines that seemed strange did not belong to the library. Olson Ferrell has highlighted the library lines in that report.

**Communications and Correspondence:** None.

**Public Comment Period:** None.

**Director's Report:**

In addition to the written report, Olson Ferrell indicated that she was interested in opening up wearing jeans all days of the week to the staff as we do a lot of moving and bending in these positions. City Manager Amy Nelson was fine with that as long as there are some guidelines and suggested running it past the Board to get their thoughts.

**ALA Annual Conference Report**

Olson Ferrell reported on the specific sessions she attended at ALA Annual Conference in June. It was a great conference full of ideas; some of these ideas are being done already, some are in implementation, and some are future goals.

**Old Business**

- Election of Officers for 2017-2018.
  - Nothing further to report.
- AV Equipment Loan Policy
  - Some additional changes have been made due to the Circulation Policy changing and will be voted on in new business with the other changes.

## **New Business**

- Circulation Policy
  - As it stands, the policy is titled “Circulation of Materials, Loan Periods, Fines and Fees, Patron Types.” Olson Ferrell suggests splitting the policy into “Circulation Policy,” “Damaged Items Policy,” and “Library Card Policy” with minor changes and cleanup to each, as presented. There was also a minor change in the AV Equipment Loan Policy due to the changes in the Library Card policy (please see attached documents). There was some discussion as to the wording in the third paragraph of the Damaged Items Policy. Koerner suggested we made it clearer that if someone would like to bring a replacement item, they need to talk to library staff first. A motion by Koenigs was made to split the prior policy into three separate policies and accept the changes as written in all four policies (AV Equipment Loan Policy, Circulation Policy, Damaged Items Policy, and Library Card Policy), with the updates discussed in the meeting; second by Feltes. Unanimous approval.

## **Other Business**

### **Adjourn until September 13, 2017:**

Motion by Koenigs to adjourn with second by Nelson. Meeting adjourned at 6:23 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.