

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

Regular Meeting, November 8, 2017, at 5:30 p.m.
Yankton Community Library Meeting Room

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

Absent with regrets: Todd Woods.

Minutes:

Motion to approve the minutes of the October 11, 2017 by Nelson, with second by Feltes; unanimous approval.

Discussion of Bills and Financial Report:

Olson Ferrell is still working with Joe Morrow on the quote for the new doors. There was a mistake in the trust fund spreadsheet that was sent out to the Board, which has now been corrected in the packet. Olson Ferrell went over the budget numbers today and we are right on track with where we should be and are working through the book and AV budgets in the next few weeks.

Communications and Correspondence:

The library received a coupon in the mail for a Dairy Queen blizzard from a gentleman from Idaho.

Public Comment Period: None.

Director's Report:

Olson Ferrell reported that there will be a retirement reception for Teresa Bosch on November 14th from 3-5 pm in the library meeting room. She also reported that there have been two resignations from part time staff members and another part time staff member who is anticipating an upcoming surgery. The good news with this is that if we get several qualified candidates through the current open position, we should be able to consider them for the other openings. The Veteran's Day Living Library event was a smashing success, with an estimated 125-150 people attending.

Old Business

- South Dakota State Library Accreditation
 - Olson Ferrell has been working with Kathleen Slocum at the State Library to complete the application for reaccreditation. With the inclusion of some identified training opportunities and review of the strategic plan, technology

plan, and marketing plan, we should be on track to stay accredited at the current (exemplary) level, which is the highest level.

New Business

- Agreement for the Provision of Library Services 2018
 - Olson Ferrell reported that this is the agreement that's presented to the Library Board, County Commission, and City Commission at this time each year. For the past two years, we've asked the County for \$24,000 in funding and that is what she recommends staying at again this year. Motion to approve the Agreement for the Provision of Library Services 2018 by Nelson, with second by Koerner; unanimous approval.
- Strategic Plan
 - Olson Ferrell reported on the changes she had suggested for the current Strategic Plan. It is a more general strategic plan with the intent to sit down as a Board once a year and come up with measurable objectives that fit within each of the goals. She brought up our mission statement and her thought that it could be a little more concise. After some discussion, the Board decided to stick with the current mission statement and reevaluate it at a future meeting after having some time to think about it. Feltes noted that across the three proposed documents, "customers" was used at times and "patrons" was used at times. She suggested making it consistent across the documents and the group decided "patron" was the preferred term. Changes were noted. There was a motion to adopt the updated Strategic Plan with the addition of the current mission statement and other proposed changes by Koenigs, with second by Nelson; unanimous approval.
- Technology Plan
 - Olson Ferrell reported on the changes she had suggested for the current Technology Plan. Koerner questioned whether we wanted to include a list of current technology as that's likely to go out of date quickly. While agreeing, Olson Ferrell reported that it seems somewhat standard across other plans and the Board agreed that if it's standard it's fine to leave in there. Koerner also suggested adding virtual reality technology and 3D printing under the "Identified Technologies for Library to Explore in the Future" section. There was a question of whether we are still exploring lending eReaders to the public. While there was some money identified for it, Olson Ferrell believes we are past the point of eReader circulation as hardcovers are making more a resurgence again and people seem to have their own personal devices. She noted that if the Board was interested in it, she could do some research. Olson Ferrell noted a few instances of the word "customer" that should now be changed to "patron". Gillis noted a typo in the Evaluation paragraph to be updated. There was a motion to adopt the updated Technology Plan with the addition of the current mission statement and other proposed changes by Koerner, with second by Koenigs; unanimous approval.

- Marketing Plan
 - Olson Ferrell reported on the changes she had suggested for the current Marketing Plan. Feltes noted that under the third section in Strategies and Tactics, we discuss current technologies, but don't address emerging technologies. She suggested adding a line about evaluating emerging technologies to see how they fit within our goals. Motion was made by Koenigs with a second by Nelson to adopt the Marketing Plan with the suggested addition of emerging platforms statement and updating the document with our current mission statement; unanimous approval.
- Damaged Items Policy
 - Olson Ferrell discussed the noted suggested changes to the Damaged Items Policy. Motion to accept the changes as written by Nelson with second by Feltes; unanimous approval.
- Circulation Policy
 - Olson Ferrell discussed the growing movement to eliminate library fines on books. Research shows that fines act as a barrier to access, particularly to those of lower socioeconomic status and children, while not actually encouraging people to bring books back on time. Olson Ferrell discussed the proposed change with City Manager Amy Nelson and she does not see a problem with it. We currently budget for a maximum of \$3,000 collected in fines each year and a large majority of that sum comes from overdue fines on the DVD collection. This change would not eliminate those fines. We would also still charge patrons replacement fees for lost items after an identified number of days, so they still have an incentive to return the book eventually. Motion to accept the changes as written by Nelson with second by Feltes; unanimous approval.
- Privacy of Patron Records Policy
 - Olson Ferrell reported that a discrepancy was noticed on this policy after some changes were made to our Library Card policy earlier in the year. The proposed change would bring these policies in accordance with each other. Motion to accept the changes as written by Koerner with second by Koenigs; unanimous approval.

Other Business: None.

Adjourn until December 13, 2017:

Motion by Nelson to adjourn with second by Feltes. Meeting adjourned at 6:21 p.m.

Respectfully submitted,
Tonya Olson Ferrell, Library Director