

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

Regular Meeting, December 13, 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 Tonja Koenigs, Tony Maibaum, Amy Nelson, Christine Tielke; library director Tonya Olson Ferrell and assistant library director Linda Dobrovlny.

Absent with regrets: David Koerner, Todd Woods.

Minutes:

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

Discussion of Bills and Financial Report:

Olson Ferrell reported that the library is currently spending the last of the budget. The final order of books has been purchased for 2017 and Youth Services Librarian Amanda Raiche is implementing some new ideas such as circulating activity boxes for teens with some of the programming budget that is remaining.

Communications and Correspondence:

The library is currently receiving lots of nice holiday cards, including one from a woman who thanked the library for helping her reading ability improve after a stroke. An older gentleman expressed great thanks for a holiday card the library had sent him. There was a story in the Press and Dakotan today about the Library going fine free and we've been receiving lots of nice comments about that as well.

Public Comment Period: None.

Director's Report:

Olson Ferrell reported on the process of new south doors. Ron's Auto Glass had been working on them for a week or so and they are now finished and we are very happy with them. There was some unexpected construction work when it was found that the old headers had been done incorrectly, but it was fixed and the cost was minimal. We also received new computers last week and that's going well, save a few printing issues that the library is working through with the IT department. With the training happening at this meeting, Olson Ferrell reported that our accreditation application is complete and will be submitted ahead of Friday's deadline.

Old Business

- Agreement for the Provision of Library Services 2018
- Strategic Plan
- Technology Plan

- Marketing Plan
- Damaged Items Policy
- Circulation Policy
- Privacy of Patron Records Policy

New Business

- 2018 Holiday/Closures
 - Olson Ferrell presented a list of potential closures for the upcoming year. We're proposing the same closures as last year plus the addition of Martin Luther King, Jr. Day for a staff inservice/training day including general staff training and active shooter training with Lt. Mike Burgeson of the Yankton Police Department. City Manager Amy Nelson had suggested such a training when Olson Ferrell started last year as we've had a lot of new staff who have not gone through it. There was a motion by Koenigs, with a second by Nelson, to approve the suggested 2018 Holiday/Closures, pending City Manager approval on the January 15 training date; unanimous approval.
- Unattended Children's Policy
 - Olson Ferrell reported that the library does not currently have an Unattended Children's Policy. Brookings Public Library shared their version and Olson Ferrell asked for input from the board on the specific ages mentioned in that policy. While Brookings requires children to be at least 7 years old to be in the library unaccompanied, Olson Ferrell and Dobrovolny have discussed it with YCL staff and are concerned we would be turning away some 6 year olds who currently visit the library by themselves. The library has a handful of these young visitors and we wouldn't want to turn them out on the streets; we haven't had issues with them. Brookings also requires chaperones to be at least 14 years of age. As babysitters are frequently 12 years old, Olson Ferrell suggested we use this age and the board agreed. Koenigs suggests adding a line highlighting that libraries do not take responsibility for children, even when they are left at the library alone. Olson Ferrell will make these suggested changes and bring the policy back to the board next month.

Other Business

- New State Library databases overview & discussion
 - Olson Ferrell demonstrated two new State Library databases, BookFlix and Pronunciator, as well as going over how to access and use the State Library database list in general and the board discussed.
- Syndetics Unbound presentation
 - Dobrovolny presented a new feature in the library catalog that includes features such as series lists, related titles, and more; the board discussed.

Adjourn until January 10, 2018:

Motion by Nelson to adjourn with second by Koenigs. Meeting adjourned at 6:10 p.m.

Respectfully submitted,
Tonya Olson Ferrell, Library Director