

**MINUTES OF THE BOARD OF TRUSTEES MEETING
YANKTON COMMUNITY LIBRARY
Wednesday, May 8, 2019, 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 Sue Otterman, Tonja Koenigs, Amy Nelson, Library Director Dana Schmidt, and Assistant Director Linda Dobrovolny. Absent with regrets: Christine Tielke and Tony Maibaum
Absent without regrets: Joe Healy

Additions to the agenda: None

Minutes:

Motion to approve the minutes of the April 10, 2019 meeting by Otterman, with second by Koenigs. Motion approved.

Discussion of Bills and Financial Report:

In addition to the printed reports, Dana noted that the 2019 budget will need to be supplemented by \$30,000 to cover HVAC replacement this year. It is currently planned to budget for \$20,000 in 2021 to replace the smaller units. She also noted that we are on track with spending for materials being at approximately fifty percent of the 2019 budget.

Public Comment Period: None.

Director's Report: In addition to the written report, Dana invited board members to a retirement reception for Loren on May 10. She noted plans to use J&H Cleaning Services during the remainder of May and June until further plans can be made. She discussed positive feedback from the "Librarian For A Day" event held during National Library Week and the intent to continue to invite community members to view the library behind the scenes throughout the year. She invited board members to act as tour guides for the Historic Cemetery Walk on June 4. Because of recent concerns in the community, Dana reported that she had talked to the staff about sex offenders in the library. We often don't know the background or history of many of our patrons that walk through the door. Everyone is welcome in the library and we as librarians should always make an effort to be aware of our surroundings and call the police if there is suspicious activity or a threat.

Old Business: None.

New Business:

- Proposed changes for removing extra language in the AV policy were presented. In addition, it was suggested that renewals be limited to a maximum of three and that the charge for not returning a piece of equipment be changed from purchase price to replacement cost. Motion to approve policy with changes by Nelson. Second by Otterman. Unanimous approval.

- The library will participate in Kids Art Fest from 5 – 7:30 pm on May 28. Board members are invited to volunteer.
- Dana proposed that the library close at 6:00 pm on Monday, July 29 to allow all staff to participate in the end of summer talent show. Motion by Koenigs. Second by Nelson. Unanimous approval.
- Dana recognized and thanked Tonja for her two terms of service on the board.

Tonja left the meeting at 6:00 pm.

- Dana requested feedback from board members regarding quantity and content of information in monthly reports. Those in attendance were satisfied with current format. Lilah suggested having the agenda as a separate item. Sue suggested highlighting different circulation/patron statistics each month.

Other Business: None.

Adjourn the meeting of May 8, 2019

Lilah adjourned the meeting at 6:10 pm

Respectfully submitted,
Dana Schmidt, Library Director