

**MINUTES OF THE BOARD OF TRUSTEES MEETING
YANKTON COMMUNITY LIBRARY
Wednesday, November 13, 2019, at 5:30 p.m.
Yankton Community Library, Meeting Room**

Meeting called to order by President Christine Tielke at 5:30 p.m. Present were Sue Otterman, Lilah Gillis, Amy Nelson, Yankton County Commissioner Joe Healy, Library Director Dana Schmidt and Assistant Library Director Linda Dobrovolny.

Absent with regrets: David Koerner and Yankton City Commissioner Jerry Webber

Lilah Gillis left the meeting at 5:50 p.m.

Additions to the agenda: None.

Minutes:

Motion to approve the minutes of the October 8, 2019 meeting by Nelson, with second by Otterman. Unanimous approval.

Discussion of Bills and Financial Report:

Communications and Correspondence:

Schmidt shared several thank you notes received by the library.

- Yankton Area Arts for participating in the Harvest Halloween event
- Diana Smallwood for allowing her to help with the Porter the Hoarder event as part of a school project
- United Way for being a collection spot for donated coats
- African Student Association from USD for sharing some of our donated books with their group
- Susan Ray from Stewart School for allowing them to host their Title I Family Night at the library and sharing information with the families about e-books and the library

Public Comment Period: None.

Director's Report: Schmidt reported to the Board that there was an incident at the library on October 26 that required staff to make a call to the police. She gave kudos to the staff for how they handled the matter and reminded the Board of the unique and unexpected situations that library staff are sometimes expected to handle with professionalism. Schmidt gave an update on the change in fees for County cards. This update will be going in front of the City Commission on November 26 for approval. Schmidt is working on sharing the information for the changes with library staff and patrons.

Old Business: None.

New Business:

- **2020 Holiday Closures/Board Meeting Calendar**
 - Schmidt presented the calendar of City holidays with the additions of January 20 to be used as a staff training day and August 15 during Riverboat days. Because Union negotiations were still in progress, the number of floating holidays and whether or not Christmas Eve would be a paid holiday were not finalized. A motion to approve the presented calendar was made by Healy with a second by Nelson.
- **December Board Meeting**
 - A motion was made by Otterman to cancel the December board meeting unless any urgent business would arise with a second from Healy. Unanimous approval.
- **Circulation Policy**
 - A motion was made by Healy to approve the suggested changes to the Circulation Policy with a second by Nelson. Unanimous approval.
- **Fax Policy**
 - A motion was made by Nelson to approve the suggested changes to the Fax Policy with a second by Otterman. Unanimous approval.
- **Confidentiality Policy**
 - A motion was made by Otterman to approve the suggested changes to the Confidentiality Policy with a second by Healy. Unanimous approval.

Other Business:

- None.

Adjourn the meeting of November 13, 2019

Motion by Nelson to adjourn with second by Healy. Unanimous approval. Meeting adjourned at 6:30 p.m.

Respectfully submitted,
Dana Schmidt, Library Director