

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

Wednesday, August 12, 2020, 5:30 p.m.

Virtual Meeting-GoToMeeting Interface & physical location at Library Meeting Room

Meeting called to order by President Christine Tielke at 5:30 p.m. Present were Sue Otterman, Amy Nelson, David Koerner, Sarah Mechtenberg, Yankton City Commissioner Jerry Webber, Assistant Library Director Linda Dobrovoly and Library Director Dana Schmidt.

Absent with regrets: Yankton County Commissioner Dan Klimisch

Additions to the Agenda: Introduction of Board members for the benefit of new member, Sarah Mechtenberg.

Minutes: Motion to approve the minutes of the July 8, 2020 meeting by Webber with a second by Nelson. Unanimous approval.

Discussion of Bills / Financial Report: In addition to the reports, Schmidt reported that the City has requested \$24,000 from the County for the 2021 Contract for Services. The County is currently proposing a \$15,000 contribution to the library. Board members were encouraged to reach out to County Commissioners to request increased financial support for 2021. Motion to accept the financial reports by Webber, with a second by Otterman. Unanimous approval.

Communications and Correspondence:

- Schmidt shared that library staff have continued to receive positive feedback about the curbside pickup service, quarantining items and the safety precautions that are in place. Recently, the staff received an anonymous thank you note and some treats for all that we are doing for our patrons.

Public Comment Period: None

Director's Report: In addition to the written report, Schmidt gave a kudos to Amanda for all her work with the youth summer reading program again this year. Not only is the Summer Reading Program busy on a typical year, but Amanda found ways to shift the whole summer to virtual this year. The number of participants was comparable to other years and new methods of providing virtual programming for our patrons were explored. Schmidt also reported that she was continuing to look at options to allow for credit card payments at the library, including potentially using PayPal through Atrium. Schmidt mentioned the positive responses the staff have gotten from doing free extensions on pay cards during the library's closure and she would like the library to continue offering a free-trial to new members in the future.

Old Business:

- Reopen plan for the library-status update: Schmidt shared an article with the Board regarding research that has been done to determine how long the COVID-19 virus can survive on common library materials including hardcover books, the covers of softback books, plain paper pages inside a closed book, Mylar protective book cover jackets and plastic DVD cases. This research, along with CDC guidelines, City practices, and practices of other libraries continues to help guide the safety procedures in place at YCL in regards to COVID-19. Schmidt reported that the library has expanded its hours in August to include a 6pm closure on Wednesdays and Thursdays as well as increasing the number of appointments available. She indicated that the library will continue to expand business hours as safety and staffing allow. Schmidt pointed out that it is likely that the library will not be reserving the meeting room for outside groups and doing very limited in-person outdoor events through the end of the year. There are also plans in place to offer Grab & Go service for a couple of hours each afternoon when it is safe to do so.
- Petitions & Solicitation Policy: A final clean copy of this policy was included in the Board packet for viewing.
- Technology Plan: Schmidt presented suggested additional updates and changes to the Technology plan. Schmidt and Dobrovolny assessed and updated the Technology Goals and Objectives. Nelson made a motion to approve the updated Technology Plan with a second by Koerner. Unanimous approval.

New Business

- **Mask Policy:** Schmidt recommended that a sentence be added to indicate that this policy was being put in place because of the extraordinary circumstances of the COVID-19 pandemic and that the policy could be revoked when the Board saw fit. It was also determined that the policy should go into effect on Monday, August 17. Koerner made a motion to approve the policy with changes with a second by Otterman. Unanimous approval.

Other Business:

- Schmidt pointed out that there may be individuals who wish to talk to the Board members about this policy or any other library concerns, compliments, questions or other issues. Because the Board members do not have public contact information, it was suggested that there may be a way to add a form to the library's website that could be submitted to the President and Vice President of the Board. Schmidt will work with the IT department and will update the Board on the progress at the next meeting.

Adjourn the meeting of August 12, 2020: A motion was made by Koerner to adjourn the meeting, with a second by Nelson. Unanimous approval.

The Yankton Community Library is committed to making its facilities accessible to everyone. If you have additional accommodation requirements, please call 668-5276.