



200 NORTH DAKOTA AVENUE • P.O. BOX 7403 • SIOUX FALLS, SD 57117-7403

MINUTES OF BOARD OF TRUSTEES MEETING
Siouxland Libraries
Downtown Library
Wednesday, March 14, 2018

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Jean Beddow.
2. Members present: Jean Beddow, , Alexandra Hartzler, Jed Huisman, and Senior Librarian Monique Christensen
Members absent: Craig DeJager, Becky Thurman, County Commissioner Dean Karsky, and Library Director Jodi Fick.
Staff present: Dan Neeves
3. Adoption of the agenda. Motion by Hartzler and second by Huisman to adopt the agenda. Motion carried.
4. Motion by Huisman and second by Hartzler to approve the minutes of the January 10, 2018 meeting. Motion carried.
5. Review of financial and statistical reports. Jodi sent out the full 2017 budget report. We finished the year with 93.2% of appropriated funds used. As reported earlier the HVAC at Crooks was paid out of operating funds, instead of capital as originally planned. The 2018 budget is on track with two months completed. The Prairie West fiber will be installed this summer and the project is on track. We expect to receive eRate reimbursement for part of the project. This has been a combined effort with IT, Public Works and the Library to get this project moving forward. Oak View fiber is still listed in the 2018 budget, but it will not be done this year. We will apply for eRate for the Oak View project next year. Circulation was up in 2017. Other numbers have decreased, including public computer use as WiFi use continues to go up. Programming has also dropped with fewer programs because we're being more purposeful.
6. Library Director, Staff and Board Member Reports. Monique shared where we are on the Library Mission and Vision process. The management team held a working meeting last month to formulate a mission statement. The current draft of a mission statement is: "Our libraries link you to ideas and information to enrich your life." We also begin identifying our core values. These are four values that revolve around community: quality service, access for all, innovation/growth, learning in all forms. The next step is defining the core values. After that we will move to the strategic plan and we will want board input on that. Monique shared a draft of our updated logo. Board members shared that they liked the colors. Some saw the book and other saw more of the mountain. Hartzler was concerned that the book motif would limit us when we have so many more things. Overall the feedback was positive. Monique shared the email that will go out about our NASA @ Your Library community conversation events. She asked members to pass it on to those you know who might be possible stakeholders. One Book Siouxland is in full swing with many individuals and book clubs reading and listening to the book. Monique handed out bookmarks with the upcoming April One Book events.

Staffing update: Jodi's former position is still open. The Librarian position in System Support is filled. Kim Kobblank will cover much of this job. We interviewed and are in the process of hiring a Librarian to fill Kim's position. Library Associate interviews are scheduled for late March to fill the vacancy from Calla Jarvie's move to the Rock County Library in Luverne, MN. Dan Neeves shared the current processes for enforcement of the Library Code of Conduct and the need for creating a unified Expulsion Report for all locations and an Appeal Process for citizens to use.

7. Public Input. (There was no public input.)
8. Unfinished Business.
 - a. Policy Review – Code of Conduct: we are continuing to work on this and will bring the document to the board for review at the next meeting.
9. New Business.
 - a. Policy Review –Room Use Policy – This policy had been previously approved pending an ordinance to charge for meeting room use. Since that approval our meeting room use has increased. We removed the wording allowing for business use for a fee. The rooms will be available for use by library, government, and non-profit groups. Motion by Huisman and seconded by Hartzler to approve the Siouxland Libraries Room Use Policy effective April 1, 2018. Motion carried.
10. Other. Hartzler asked about other opportunities for types of cards. She was interested in an option for digital access only. Neeves and Christensen agreed that we have a variety of options but were unsure if the software could support the distinction between physical and electronic borrowing.
11. The next regular meeting will be on Wednesday, May 9 at 4:30 PM at the Baltic Branch.
12. Adjournment. The meeting was adjourned at 5:30 PM.

Dan Neeves
Library Staff

Date Approved

Monique Christensen
Board Secretary