

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Caille Branch

Wednesday, November 14, 2018 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:33 PM by Jean Beddow. Members present: Jean Beddow, Craig DeJager, Alexandra Hartzler, Jed Huisman, Becky Thurman, and Library Director Jodi Fick. Members absent: County Commissioner Dean Karsky
Staff present: Alysia Boysen, Carin Schleicher, Monique Christensen
2. Adoption of the agenda. Motion by Thurman and second by DeJager to adopt the agenda. Motion carried.
3. Motion by Huisman and second by DeJager to approve the minutes of the September 12, 2018 meeting. Motion carried.
4. Review of financial and statistical reports.
Fick shared the financial report; 76% of the budget is expended with 83% of the year complete. A number of projects are pending including furniture for Brandon, Ronning and Downtown. Downtown is reupholstering chairs from fabric to vinyl. The Hartford Branch needs to have a second public computer along with a different computer table. Funds were added to Hoopla because of heavy user demand. Hartzler asked if there were funds to make training videos for new customers on our products. Fick shared that a new product we just subscribed to called Niche Academy which has videos all ready to use. These will be integrated into the website.
For statistics we are up in areas and down in others. The website and mobile app use are both up. Circulation is down. Our digital usage is up. Purchasing follows customer demand: added materials of the physical collection is up 11% with digital items up 57%. Publishers still struggle with how to price the digital format for libraries with some publishers holding back epub purchases to libraries until the item has been out for 3 months. Hartzler asked about goals for the various areas; these will be incorporated into the 2019 statistical reports.
5. Library Director, Staff and Board Member Reports.
Staff changes include hiring two new full-time Library Associates. Pete Hanson replaced Liz Hoffman at Rural West and Courtney Earll begins November 19 replacing Paula Goettsch who retires November 23. Paula has been with the library for 30 years. We continue to have openings in part-time staffing – some due to staff leaving and some because we promoted part-time staff into full-time positions.
 - a.) One Book Siouxland 2019 – The 2019 title will be announced at a press conference on December 12. In addition to many other activities planned for next April, the author is scheduled to speak in Sioux Falls on April 27, 2019. Fick polled the board on whether to announce the author appearance at the same time as the book or to wait; all agreed to announce with the title. This will give citizens an additional incentive to read the book.
 - b.) As part of the Mayor's One Sioux Falls plan, each department created goals. Fick shared the library's two BHAGs (Big Hairy Audacious Goals). One is to improve early literacy skills of

children from birth to age 5. The library has identified 18 specific sub-goals that we will be implementing over the next few years. The second goal is to develop the library's website into a true digital branch. We will work to make the website and its mobile counterpart more user friendly so resources can be easily accessed.

- c.) The Internet Usage Policy needs to be reviewed and updated so that CIPA guidelines are incorporated. eRate funding requires specific documentation that the Internet Policy with CIPA has been adopted with a chance for public review. The updated policy will be brought back to the Library Board for discussion and approval in early 2019.
- d.) Fick introduced the extended access service. Extended access allows the public to use the library outside of normal staffed hours. Using security cameras, badge access, motion detectors, and speaker systems, the public can check out holds and other library materials and use the public computer when the library staff is not in the building. Boysen shared an update on how this will be implemented at the Hartford Branch. Boysen has been researching how other libraries are using the option. The board was asked to weigh in on what age limit would be appropriate for us to pilot the project. All agreed beginning with 18 and older was a prudent way to begin. We continue to think about how to name and market this new service and are considering Expanded Access. The agreement between Siouxland Libraries and the users of expanded access will be brought to the board at the January board meeting for approval.

6. Board Reports. (There were no board reports.)

7. Public Input. (There was no public input.)

8. Unfinished Business. (There was no unfinished business.)

9. New Business.

- a.) Library Closure change: Motion by DeJager and seconded by Thurman to move the date of Spring Staff Day with the library closed until 1 p.m. from April 19, 2019 to May 3, 2019. Motion carried.
- b.) Motion by Huisman and seconded by DeJager to approve the 2019 Library Board meeting schedule and locations. Motion carried.

10. Other.

11. The next regular meeting will be on Wednesday, January 9, 2019 at 4:30 PM at the Downtown Library.

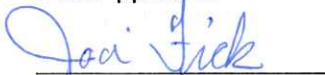
12. Adjournment. The meeting was adjourned at 5:35 P.M.



Monique Christensen
Library Staff

1-9-19

Date Approved



Jodi Fick
Board Secretary