

**MINUTES OF BOARD OF TRUSTEES MEETING**

**Siouxland Libraries**

Downtown Library

Wednesday, September 9, 2020 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Beddow. Members present: Jean Beddow, Alexandra Hartzler, Lorie Hogstad, Anne Land, Joel Rosenthal, and Library Director Jodi Fick. Members absent: County Commissioner Cindy Heiberger. Staff present: Monique Christensen, Justin Stevenson, Dan Neeves.
2. Adoption of the agenda. Motion by Hartzler and second by Hogstad to adopt the agenda and approve the minutes of the July 8, 2020 meeting. Motion carried.
3. Minutes approved above.
4. Review of financial and statistical reports. Through end of August 60% of budget has been spent. We still have some holdbacks that may be released. Some savings are due to part-time staff wages who did not work for 3 months. In the Facilities area we are out to bid on the Oak View roof. Estimates are high with interior work to be done as well. We have permission to look at a Ronning remodel and will scope the project for possible 2021 remodel. Areas of concern at Ronning are functionality and noise which could entail significant work. In the Capital budget, projects include Oak View fiber and Collection monies which includes a 275,000 holdback. We've asked to have 100,000 back if monies come in as expected. The holdback affects customers with a hold ratio of 6 holds before purchasing more copies instead of 4. It will take 25,000 to bring back the ratio to 4. New bookmobile and Courier truck are also this year. Self-check moved from Caille to Crooks saving some money. We are getting ready for expanded access at Crooks. Circulation is down 51%, digital circulation is up 30%. Wi-Fi use is down 54%. Fick shared a chart that shows a monthly comparison to last year. The chart shows when we had eMaterials only, then curbside, then opening in June with 25% hours, in July with 50% and August 84%.
5. Library Director and staff reports. Staffing: part-time staff back. They went through reonboarding with managers including new safety measures and refresher training. A handful did not return and we are currently hiring for some of the positions. Krystal Pederson has resigned; she's moving to a new field of personal development. Facilities – Oak View roof is out for bid, possible Ronning remodel which will be a huge win at this busy branch. New Bookmobile is here. Boysen did a good job specing the truck. Bookmobile services have changed during COVID, daycare drop-offs instead of visits to the truck and less visitors on the truck at a time. Touch a Truck 6-8 Friday, September 11. Collections – RBdigital was bought by Overdrive. We are starting an online library card campaign "how much has your library card saved you." It will feature stories of families. It will show what they saved so far this year and since April 2015. We want to show the library's value, featuring ideas of sustainability and decluttering. This is also library card sign-up month. COVID update – Eight public computers have been installed at the Downtown Library and four at Oak View. Mobile printing is available at Caille, Downtown, and Ronning. Downtown staff are training other locations. Rural locations are next, then more Downtown, following by the rest of the city locations. Prairie West and Oak View branches were well prepared for afterschool students. We communicated with

families and schools. We increased the staff due to the anticipation of large numbers of students and we had handfuls. We are working on a promotion to support schools virtual learning as well as homeschool and distance learning. We are quarantining for seven days following guidelines that the virus was detectable on library materials at six days. We have 14 fine free days built in so no fines are charged. Notices still happen, people check accounts so we are getting more complaints. Seating – a committee has been selected to research best practices to add seating safely. Brandon has seats for students. Library website – Stevenson showed members some of the upcoming changes to the website which should launch in October. It should be cleaner, easier to discover, and have searchers finding things they weren't expecting - serendipity. Board asked, "how will we know if it is better." Stevenson has been tracking visits to pages and will continue to track to see if any pages are boosted or suffering. We have a plan for new permanent Library hours that will be presented at a feature board meeting for approval. We want to see how the changes we've made so far are working. We know that the 9:00 am opening has been appreciated.

6. Public Input. (There was no public input.)
7. Unfinished Business. (There was no unfinished business.)
8. New Business.

Motion was made by Hartzler and seconded by Rosenthal to approve donations of a Bike Fixit stations from Falls Area Bicycles and of park benches in honor of Ida Wilson. Motion carried.

Motion by Hogstad and seconded by Land to alter the October 16 staff day to the afternoon. Motion carried.

Motion by Hartzler and seconded by Rosenthal to approve the 2021 Holiday Schedule. Motion carried.

Election of officers. Hartzler nominated Jean Beddow, seconded by Rosenthal for president of the library board. Motion carried.

Rosenthal nominated Lori Hogstad, seconded by Hartzler for vice president. Motion carried.

9. Other.
10. The next regular meeting will be on Wednesday, 18, 2020 at 4:30 PM at the Downtown Branch.
11. Adjournment. The meeting was adjourned at 5:38 P.M.

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Monique Christensen  
Library Staff

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Date Approved

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Jodi Fick  
Board Secretary