

DRAFT MINUTES

ROLL CALL: Diane Leja, Gabrielle Strouse, Greg Redlin, Katy Beem, Eric Young, Kelsey Collier-Wise

ABSENT: None

OTHERS PRESENT: Daniel Burniston

On a motion by Young, seconded by Redlin, the minutes of the December 19, 2019 meeting were approved. All present voted aye.

One additional item was added to the agenda under New Business item D, OLLI Vermillion Liaison Proposal. On a motion by Collier-Wise, seconded by Young, the amended agenda was approved. All present voted aye.

There were no visitors to be heard.

The Library Director noted that the December 2020 budget summary was not final but covered most expenses. The City Finance Office is in the process of closing out the end of the year and processing end of year invoices. A complete end of year summary will be provided once available. On a motion by Collier-Wise, seconded by Redlin, the reports of the Director were accepted. All present voted aye.

On a motion by Collier-Wise, seconded by Redlin, the December expenditures were approved. All present voted aye.

REPORTS:

Foundation – The last pending items on the 2019 purchases by the Library Foundation are six new PCs. Production has been delayed by an anticipated 2-4 weeks per the vendor due to an Intel processor shortage. The Library Director is finishing up preparing the 2020 Wish List for the Library Foundation. Once complete the annual Library Foundation meeting will be scheduled. Projects on the 2020 wish list include the ordering of new public access and staff PCs and digitizing and OCR of the Vermillion Plain Talk microfilm reels.

Friends – Edie’s Used Book store held a half-price sale on January 11th and 12th. The Friends reported a great turn out with \$408.75 raised. The Friends of the Library’s next used book sale will be February 14th and 15th.

The Library Director reported that he will be out of the office Wednesday, January 22nd through Friday, January 24th. Technical Services Librarian Wendy will be overseeing the library in the Director’s absence. The Director will be available via cell phone if needed.

The Library Director reported that the \$5,000 check to transfer funds from the library checking account to the City general fund for personnel expenses has been written. This transfer was approved as part of the 2020 Budget process.

OLD BUSINESS:

There was no old business on the agenda.

NEW BUSINESS:

The Library Director shared the results of the December 2019 Library Services Survey for which there were 208 responses. The results and an infographic were presented to board members and discussed.

The Library Director reported that South Dakota Public Library Accreditation Standards require an annual review of the library's strategic plan. The current plan, approved in January 2019, was a completely updated version that replaced the older 5-year plan. The Library Director reviewed the strategic plan to ensure the goals and objectives were still current, realistic and needed. The strategic plan was also reviewed alongside the responses to the December 2019 Library Services Survey, which suggests the goals align with community needs and that the library is meeting the goals set. The Library Director had no changes or updates to recommend at this time. On a motion by Young, seconded by Collier-Wise, the Library Board acknowledged the annual review of the strategic plan had been completed and no changes were proposed at this time.

The Library Board has traditionally hosted a library staff appreciation dinner in February that includes all regular benefitted staff and board members plus a guest for each. The Mayor and City Manager are also normally invited to attend the event. The event functions as an opportunity for the Library Board to thank library staff for their hard work and dedication. It also functions as an opportunity for Library Staff, Library Board members, and City administration to interact and become better acquainted with each other. The format and possible dates for the event were reviewed. On a motion by Beem, seconded by Redlin, the Library Board approved the hosting of the Annual Library Staff Appreciation Dinner. All present voted aye.

The Library Director shared a proposal from the Osher Lifelong Learning Institute (OLLI) at The University of South Dakota. They are proposing a Memorandum of Understanding with them to allow a library staff member to help as an OLLI Liaison for Vermillion. OLLI Director Thea Miller Ryan indicated they have a similar MOU with SDSU for a staff member there to provide them assistance with scheduling rooms, coordinating with instructors, and answering member questions.

OLLI has held classes at our library for some time now. OLLI is offering to provide us with a fee of \$2,000 in exchange for a staff member to serve as the OLLI Liaison in Vermillion. The Library Director shared a copy of the MOU OLLI has with SDSU. They would use a similar version with us. We already collaborate with OLLI and assist with reserving rooms and hosting classes here. The \$2,000 fee could be put towards more/enhanced adult programming. Most of the assistance would be during planning at the start of each semester and for no more than an estimated 76 hours a year.

Given the supplemental adult programming OLLI provides for community members, and the fact we already work with them in a similar way for classes held at the library, the Library Director recommended agreeing to the MOU. The agreement would be for a one-year period, after which time OLLI and ourselves can decide if we wish to continue the agreement for another year. On a motion by Young, seconded by Collier-Wise, it was decided to accept the OLLI Vermillion Liaison proposal.

The next meeting is scheduled for Thursday, February 20th, 2020 at 12:00 pm.

On a motion by Collier-Wise, seconded by Beem, the meeting was adjourned at 12:43 pm.

Respectfully submitted,

Daniel Burniston
Library Director