

**DRAFT MINUTES**

\*\*\* Due to COVID-19 this meeting was held via a Zoom teleconference. The link to access the online meeting, as well as a dial-in phone number option, were included on the posted agenda. \*\*\*

ROLL CALL: Katy Beem, Travis Letellier, Alexis Oskolkoff, Greg Redlin, Gabrielle Strouse

ABSENT: Eric Young

OTHERS PRESENT: Daniel Burniston (Library Director, Secretary)

On a motion by Oskolkoff, seconded by Letellier, the minutes of the December 18, 2020 meeting were approved. All present voted aye.

On a motion by Redlin, seconded by Oskolkoff, the agenda was adopted with no changes. All present voted aye.

There were no visitors to be heard.

On a motion by Redlin, seconded by Oskolkoff, the reports of the Director were accepted, and the expenditures approved. All present voted aye.

**REPORTS:**

**Foundation** –The Vermillion Public Library Digital Archives is now live with the initial content comprising of the Vermillion Plain Talk from 1893- 2018. The Library Foundation covered the initial \$8,625.00 setup and digitization cost. Content published in 1924 and prior can be accessed from the library website. Content published from 1925 onwards must be accessed in the library due to copyright concerns. However, it is now accessible from any public computer or device connected to the library network or Wi-Fi. The digitized images can be browsed by year/issue and are text-searchable, making them much more accessible and easier to review. The Library Director has suggested the possibility of digitizing the remaining 66 reels of no-longer-published newspapers in 2021.

**Friends** – There are no scheduled book sales currently due to COVID-19.

**OLD BUSINESS:**

**COVID-19 Operational Review** – The Library Director provided a summary of the current state and county COVID-19 situation. The status of other comparable South Dakota Libraries was reviewed. Responses from a staff survey about the COVID-19 plan for February were shared.

The number of active cases in the state and county has decreased by approximately 75% since the fall and continues a downward trend. Sanford Health has been providing vaccines to priority and high-risk community members and is currently on group 1D of the State vaccination plan. City employees are included in Group 1E of the state's plan. Neither USD nor the school district has experienced a spike in cases since resuming classes about 2-weeks ago.

The Library Board discussed the current situation, staff input and concerns, and feedback from patrons. There was also interest from Parks & Rec in using the Library's Kozak Community room for a once-a-week afterschool program in

February limited to 10-15 registered participants. The Volunteer Income Tax Assistance program also wants to start sessions at the library on February 20<sup>th</sup>.

To increase accessibility to community members it was proposed to resume regular Saturday hours of 10 am – 5 pm starting in February. Then, on February 20<sup>th</sup>, to resume full regular library hours. Staff would return to their regular shifts. The Library Director will continue to monitor the situation closely. If case numbers spike again beyond what we saw in the fall, this change may be delayed.

All other safety protocols will remain in place. There will be no additional seating, no groups using the meeting rooms, no in-person programs, children's play area, the youth room remains closed, children under 12-years old to be supervised, face masks required, etc. The Library Board felt it was too soon to look at opening other services that would encourage group gatherings and extended time in the facility. The situation will continue to be reviewed at the upcoming board meetings as we watch to see the impact of, and the rate of distribution of, the COVID-19 vaccine. On a motion by Redlin, seconded by Strouse, the operating plan for February was approved. All present voted aye.

#### **NEW BUSINESS:**

**2020 Library Survey Results** – The Library Director shared a summary and infographic of the results of the 2020 Library Survey that ran in December. This agenda item was informational only, no action was taken.

**Annual Review of the Strategic Plan** – Accreditation requirements, and our Library Strategic plan itself, require an annual review of the plan to consider if any updates or changes are needed. The Library Director provided a review of the goals of the strategic plan compared with the results of the 2020 Library Survey. Survey results suggest that the library continues to be on track to meeting the goals. The open-ended comments provided some useful feedback for staff to consider in 2021, and survey responses were overwhelmingly positive. 97% of responders rated customer service as excellent or good. 25 comments of the 94 responses specifically expressed appreciation for the work and assistance of library staff members. On a motion by Strouse, seconded by Beem, the annual review of the Strategic Plan was completed with no changes at this time. All present voted aye.

The next meeting is scheduled for Friday, February 19th, 2021 at noon.

On a motion by Redlin, seconded by Oskolkoff, the meeting was adjourned at 1.02 pm.

Respectfully submitted,

Daniel Burniston  
Library Director