

EDITH B. SIEGRIST VERMILLION PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MONTHLY MEETING

July 16, 2021  
12:00 PM  
Small Conference Room

**DRAFT MINUTES**

ROLL CALL: Katy Beem, Travis Letellier, Greg Redlin, Gabrielle Strouse, Eric Young

ABSENT: Alexis Oskolkoff

OTHERS PRESENT: Daniel Burniston (Library Director, Secretary)

On a motion by Letellier, seconded by Redlin, the minutes of the May 21, 2021, meeting were approved. All present voted aye.

On a motion by Redlin, seconded by Letellier, the agenda was adopted. All present voted aye.

There were no visitors to be heard.

On a motion by Redlin, seconded by Young, the reports of the Director were approved. All present voted aye.

**REPORTS:**

**Foundation** – The Library applied and was approved for a \$30,000 American Rescue Act grant for technology upgrades via the South Dakota State Library. The proposed project is to upgrade the meeting room technology in the Kozak Room to a more integrated and video conferencing enabled space that includes two larger displays, a sound system, and ceiling and wireless microphones. The total estimated cost of the project is about \$40,000. The Library Foundation has agreed to cover the cost of the computer purchase, a 3-year support agreement, and any additional costs not covered by the grant. The vendor we are working with is AVI out of Sioux Falls who anticipates an installation date in August. The Library Director is working with the vendor and City Light and Power to determine power and data requirements that need to be in place before installation.

We have also begun orders for some of the other \$24,000 of approved Library Foundation Projects including newspaper digitization and new computers.

**Friends** – The Friends of the Library held their first book sale since COVID-19 began on June 11 & 12 and raised \$795.50. The friends reported a terrific and well-attended sale, with visitors eager to be able to visit the used bookstore again. They held their July sale last weekend, July 9 & 10. There will be no sale in August. The Friends are planning to resume regular monthly sales in the fall, most likely on the 2<sup>nd</sup> Friday and Saturday of the month.

**Library Clerk I** - The Library Director reported that part-time evening Library Clerk I Nicole Andrews provided two weeks' notice. Nicole is relocating to Nashville at the end of July. Library Clerk II Sophia Wermers has requested to transfer back to the Library Assistant I part-time position for personal reasons. We have opened a posting for the full-time Library Assistant II position and are accepting applications.

## **OLD BUSINESS:**

**COVID-19 Operational Review** – The Library Director provided a summary of the current state and county COVID-19 situation. Board members discussed the situation including the latest news and guidance, and Clay County’s vaccination progress.

Active case numbers in both the State and County have continued a downward trend. Covid-19 vaccines are available to those age twelve and up. The Department of Health is reporting 57% of South Dakota residents have received at least their first dose of vaccine. There are some concerns about growing numbers in other states, including those neighboring us. This growth looks to be attributed to unvaccinated populations and possible new variants spreading. The Vermillion School District has not been enforcing a mask requirement this summer and we are watching to see if this will change for the start of school in the fall.

The library is currently requiring masks for those ages 2-11 who cannot receive vaccines, along with plexiglass dividers at the circulation desk. We continue to offer our pick-up option on a new shelf added just inside the doors and opposite the circulation desk. No changes or updates were proposed at this time.

**Library Board Meeting Frequency Discussion** – The Library Director provided information regarding the frequency of board meetings that included the state law required quarterly minimum and the current schedule of other comparable South Dakota Libraries. Board members discussed the meeting schedule and the possible impact on meeting agendas. On a motion by Young, seconded by Redlin, it was proposed to switch to a 10-month meeting schedule where the board would not meet in August and December. All present voted aye.

## **NEW BUSINESS:**

**FY2021 revised and FY2022 proposed budget** - The Library Director shared the budget proposal submitted to City Administration based on the discussions earlier this year. The Library Director met with City Administration on July 7<sup>th</sup> to review the proposal. The City Manager proposed a revision to line item 101-4550-2810 for electricity, reducing the proposed amount by \$2,000 to \$18,000. The purpose of this change is to further reflect the saving of the recent LED lighting conversion project. At the current projected rate of usage, this looks to be a reasonable estimate. Library Capital projects from the City 2<sup>nd</sup> Penny Fund is being revised to account for the Kozak Room Technology Project. Library Foundation budget line 101-45500-3500 is being revised to \$25,000 to account for the Library Foundation approved projects that they will reimburse us for in 2021. The only other change will be to reflect library staff's cost of living, step increase, and benefit adjustments.

The Library Director reported that the City Council Budget review sessions have been scheduled for Monday, August 9<sup>th</sup>, and Tuesday, August 10<sup>th</sup>. The library is tentatively scheduled to present our budget proposal at 7.00 pm on Monday, August 9<sup>th</sup>. In the past, a couple of board members have also generally attended the presentation given by the library director.

The next meeting is scheduled for Friday, September 17<sup>th</sup>, 2021, at noon

On a motion by Redlin, seconded by Letellier, the meeting was adjourned at 12.47 pm.

Respectfully submitted,

Daniel Burniston  
Library Director