

DRAFT MINUTES

ROLL CALL: Travis Letellier, Alexis Oskolkoff (arrived 12:08), Greg Redlin, Gabrielle Strouse, Eric Young (Zoom)

ABSENT: Katy Beem

OTHERS PRESENT: Daniel Burniston (Library Director, Secretary)

On a motion by Redlin, seconded by Letellier, the minutes of the July 16, 2021, meeting were approved. All present voted aye.

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

There were no visitors to be heard.

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

REPORTS:

Foundation – The Pump N Stuff gas station on Main Street, just around the corner from the library, is running a 60-day community fundraiser where 1c from every gallon pumped from the designated pump will be donated to the Vermillion Public Library Foundation. The Library Director also reported that the Library Foundation covered the \$1,050.05 cost of the electrical and data preparation work for the upcoming Kozak Room technology upgrades. Vendor AVI has scheduled the installation for Monday 9/27 through Thursday 9/30. They are estimating 2-4 days to complete the work.

Friends – The Friends of the Library book sale on 9/10 and 9/11 raised a fantastic \$757.25. The next sale is scheduled for 10/8 and 10/9.

Staffing Updates- The Library Director provided a summary of recent staffing changes. Kendra Brewer has now been our new Public Relations and Programming Specialist since June 21. Royce Miller started as Library Assistant II on July 19th. Sophia Wermers transferred to the Library Assistant I part-time evening and Sunday schedule. Kate Struckman-Johnson started as the new Youth Services Assistant on August 23rd.

Kozak Room upgrades and old TV – The old wall-mounted flat-screen TV from the Kozak Room has been taken down in preparation for the installation of the new equipment. The old TV will be mounted on a new mobile TV cart with a webcam so it could be used in other rooms for Zoom meetings and other needs.

Dakota Days Parade participation – The 107th Dakota Days Parade is currently scheduled to go ahead as normal on October 2nd at 9 am. The library is registered to have a truck in the parade again. The library will be closed until 1 pm due to the parade. Staff who normally work will participate in the parade with the Library Director.

New Teacher Totes service – To help provide materials to supplement class instruction and curriculum we started offering teacher totes. Staff will pick a designated number of books on a topic of the teacher’s choice for classroom use. A request can be placed online, and materials will check out on an educator card for 4-weeks.

Library Board Continuing Education requirement reminder for accreditation – The Library Director reminded board members that the current accreditation period with the South Dakota State Library is for 2020-2022. To renew at the same level 45 hours of continuing education is required collectively among the Library Board. This does not include the Library Director, whose times are counted separately for certification purposes. No one board member can obtain all 45 hours and only 15 can be obtained online. If board members have, or plan to attend, any relevant training please make sure they let the Library Director know. Also, the 2021 South Dakota Library Association meeting will be virtual this year. We have purchased an institutional subscription allowing all library staff and trustees access to the sessions through November 1st. The Library Director will forward more info once available. If each board member watched two 1-hour sessions that would provide 12 additional CE hours this year.

OLD BUSINESS:

COVID-19 Operational Review – The Library Director provided a summary of the current state and county COVID-19 situation. The current situation including the latest news and guidance and Clay County’s vaccination progress was discussed. The library is currently requiring masks for those ages 2-11 who cannot receive vaccines. 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.

NEW BUSINESS:

Annual Technology Plan review – The Library Board reviewed the updated Technology Plan for 2021. On a motion by Strouse, seconded by Oskolkoff, the updated Technology Plan was approved. All present voted aye.

Annual Marketing Plan review – The Library Board reviewed the updated Marketing Plan for 2021. On a motion by Oskolkoff, seconded by Redlin, the updated Marketing Plan was approved. All present voted aye.

Library Director annual evaluation – The format and process of the annual evaluation of the Library Director were discussed. The Library Board requested that the evaluation form be converted to a Google Document so it can be shared electronically, and any changes or updates noted. Further discussion and the possible start of the review process will be scheduled on the agenda for the next meeting.

The next meeting is scheduled for Friday, October 15th, 2021, at noon

On a motion by Strouse, seconded by Redlin, the meeting was adjourned at 12.57 pm.

Respectfully submitted,

Daniel Burniston
Library Director