

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

October 15, 2021
12:00 PM
Small Conference Room

DRAFT MINUTES

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

ABSENT: Alexis Oskolkoff

OTHERS PRESENT: Daniel Burniston (Library Director, Secretary)

On a motion by Redlin, seconded by Beem, the minutes of the October 15, 2021, meeting were approved. All present voted aye.

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

There were no visitors to be heard. Masters of Library Science student and current USD Libraries employee Kat Anderberg was in attendance observing the meeting.

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

REPORTS:

Foundation – The digitization of the remaining historic newspaper microfilm reels has been completed by vendor Advantage Archives. The text-searchable images have been added to the Vermillion Public Library Digital Archives website. The microfilm reels have been returned to the library. The Library Foundation is covering the \$9,850.00 cost of the project.

Friends – The Friends of the Library used book sale was held on 10/8 and 10/9. It ended up overlapping on a no-school Friday and Holiday Monday.

Kozak Room project– Installation of the new meeting room technology is mostly complete. We are waiting on a switch and wireless microphones that are on backorder. AVI will come back and complete the installation when received. The switch should be here in a couple of weeks and the microphones are anticipated in December. The system is operational using our older more basic switch for now.

Trunk or Treat – We are planning on holding our annual Trunk or Treat event on October 29th from 4-6 pm. We are collaborating with the downtown business to hold our event at the same time as theirs 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 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.

Library Director Annual Evaluation – The annual evaluation of the Library Director and the form was discussed. Proposed updates to the 2021 and 2022 forms were reviewed. A motion was made by Redlin, and seconded by Beem, to use an updated staff and personal section for the 2021 form, to create a draft 2022 form based on the provided suggestions for approval at the November meeting, to investigate creating a dashboard-style of metrics that could be used, and to add a line to the grievance policy requiring the Library Director report completion of a grievance to the Library Board. All present voted aye.

NEW BUSINESS:

Proposed Holiday & Closing Schedule 2022 – The Library Director presented a proposed holiday and closing schedule for 2022. City employees will be getting two additional fixed holidays starting in 2022 in place of two floating holidays. These will be Martin Luther King Jr Day and Juneteenth. The Library Director reported that in 2022 Christmas Eve falls on a Saturday and the proposal is to be closed on that day. The proposal includes a total of 20 days closed and two with reduced hours. Other than the two new city-wide fixed holidays, no additional changes were made other than to update the days and dates of holidays for 2022. On a motion Redlin, seconded by Strouse, the 2022 holiday and closing schedule was approved. All present voted aye.

Pay Scale 2022 – The Library Director presented the 2022 proposed pay scale based on the 3% cost of living adjustment agreed upon by the city Labor and Finance Committee for 2022. On a motion by Redlin, seconded by Beem, the 2022 pay scale was approved. All present voted aye.

Annual review of the Collection Development Policy – The Library Board reviewed the current Collection Development Policy. On a motion by Redlin, seconded by Strouse, the policy was reviewed with no changes. All present voted aye.

Annual Library Survey – The Library Director shared a draft of the annual library survey for 2021. The survey is planned to be run in the month of December. To encourage participation, a drawing for several Chamber Buck's Certificates would be offered again. The Library Director asked board members to let him know if they have any input for the final draft by mid-November.

Clay County Funding request for 2022 denied – The Library Director reported that the Clay County Commissioners cut the majority of non-mandated expenses from their 2022 budget. This is due to the ongoing concerns with the condition of the county jail and the increased expenses of outsourcing inmates. The cuts included the \$4,000 normally provided to the library annually. The Commissioners hope to consider the restoration of funding in future years. The Library Board discussed whether any changes should be made to the Library Card Registration Policy and non-resident fee for Clay County Residents due to not receiving any funds from the County in 2022. The possibility of finding and using alternative funds for a short period such as one year was discussed as an alternative. The Library Board opted to table the topic until the beginning of 2022 for further discussion.

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

On a motion by Redlin, seconded by Strouse, the meeting was adjourned at 1.21 pm.

Respectfully submitted,

Daniel Burniston

Library Director