

MINUTES OF BOARD OF TRUSTEES MEETING
Siouxland Libraries

Colton Branch

Wednesday, May 17, 2023 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:32 PM by Hogstad. Members present: Adam Emerson, Lorie Hogstad, Justine Murtha, Joel Rosenthal, Anne Land, and Jen Bleyenbergh. Members absent: Jodi Fick, Library Director. Staff Present: Alysia Boysen and Stephanie Bents.
2. Adoption of agenda. Motion by Emerson and second by Murtha to adopt the agenda. Motion carried.
3. Motion by Rosenthal and second by Murtha to approve minutes of the March 8, 2023 meeting. Motion carried.
4. Review of financial and statistical reports. In operations, 31.7% of the budget is spent with a third of the year completed. Collections in the general fund include Hoopla and databases. The cost for Hoopla has increased with more use from the public; the vendor negotiates prices with each publisher. The largest expenditure in operations is personnel. In the technology fund, the city's IT department receives most of the line-item funding for the purchase of technology equipment and this is taken out at the beginning of the year. Programming Support expenses are expected to increase in the next three months as summer is when most programming for children occurs. For the Capital Improvement Fund, collections includes print materials and some of the digital collections. The unspent print materials funding from 2022 (\$38,851) was moved to the 2023 print materials budget. For operations, shelving at Hartford, Garretson and Oak View will be replaced. From the technology budget, we replaced equipment in meeting rooms. The Downtown Library is getting two new microfilm machines. We replaced the Automatic Materials Handling equipment and self-check machines. We will be replacing the security gates.
5. Library Director and staff reports.
 - a. Director Report – Staff Day was held May 5. Speaker Jeff Venekamp presented on how to use your strengths as identified by the Strengthsfinder test that staff has taken. Boysen also presented the Strategic Plan to the staff at Staff Day. We have two open Library Associate positions. Interviews will be conducted this week. Director Fick is in the process of reviewing the open Assistant Director position and working with the Human Resources department to review if changes are needed to the position. The public computers presented a challenge this past month as the software is not closing sessions after time has expired. Printing was not working for two weeks as the vendor changed security options that conflicted with the city's network security. This has been resolved. The Early Learning Ready, Set, Kindergarten program series ends this week. The library partnered with the Toy Lending Library to create kits that focus on specific kindergarten-readiness skills. Feedback from families has been positive. We will be offering the program again in August at the Ronning Branch. From September through April, the toy kits will be available for all customers to borrow. The program is for 4 and 5-year-olds.
 - b. Summer Reading Program – The Summer Reading Program starts June 2 with programs for all ages. People can participate on-line or by using a paper log. The graphics for the reading logs came from the city's Communications department this year as we opted not to use the graphics provided by the national CSLP group. There will be a kick-off party at the Downtown Library for grades K-5 on June 2, a finishers' party for K-5 in August at the Oak View Branch, and an end of summer party for teens at the Prairie West Branch.
 - c. Rural West Branches and Bookmobile – The bookmobile went back on the road in late March after being out for repairs for six months. It will begin its summer schedule June 6.

For the summer, it will serve three Sioux Falls schools during their summer school and lunch programs and during Kid Link events. It will also be at the Brandon Farmer's Market on June 17, the hydrant parties, and the SJC neighborhood block parties. It will also be at Touch a Truck in mid-September. The selectors have been ordering items that are popular with the kids so that when a child asks for a book, it will be more likely to have it. \$11,000 from a bequeathment was set aside to develop this collection. Mark Kriens from the county visited the Crooks Branch to look at needed repairs. He is getting estimates on the gutters, sidewalks, and landscaping for the 2024 budget. The Hartford Branch expansion is still progressing. Shelving will be ordered by the end of the month. Carpeting was installed using leftover carpet squares from the Caille remodeling project. A Tri-Valley student proposed a plant propagation station at the Colton Branch from clippings of her houseplants. She is hosting a meet and greet program on June 10 at the Colton Library. Humboldt will be getting new shelving if funds remain. A number of programs are planned this summer for kids and teens at all Rural West Branches.

6. Public Input. (There was no public input.)
7. Unfinished Business. (There was no unfinished business.)
8. New Business. (There was no new business.)
9. Other. Emerson asked if a request for FTE's was submitted for the 2024 budget. Boysen responded that the request did not include staffing. Instead, we are using this year to look at staffing needs and collect data on the needs. We will be requesting funding for a library mascot to generate excitement about the library and build awareness, especially with younger children.
10. The next regular meeting will be Wednesday, July 12, 2023, at 4:30 p.m. at the Baltic Branch.
11. Adjournment. The meeting was adjourned at 5:25 p.m.

Stephanie Bents, Library Staff

Date Approved

Jodi Fick, Board Secretary