

**MINUTES OF THE BOARD OF TRUSTEES MEETING
YANKTON COMMUNITY LIBRARY
Wednesday, November 10, 2021, 5:30 p.m.
Virtual Meeting-GoToMeeting interface and physical location in the Meeting Room**

Meeting called to order by President Sarah Mechtenberg at 5:30 p.m. Present were Sue Otterman, Christine Tielke, Jean Huff, David Koerner and Library Director Dana Schmidt. Yankton County Commissioner Dan Klimisch joined the meeting remotely.

Absent with regrets: Yankton City Commissioner, Jerry Webber and Assistant Library Director Linda Dobrovolny

Approval of October 13, 2021 Minutes: Koerner made a motion to approve the October 13, 2021 minutes with a second by Huff. Unanimous approval.

Public comment Period: None

Discussion of Bills / Financial Report: Schmidt reported that the library had received the second half of the County's contribution for 2021 but that it was not reflected in the financial reports until next month. Tielke made a motion to accept the financial report with a second by Otterman. Unanimous approval.

Communications and Correspondence: Schmidt shared a thank you card from author Cindy Wilson who presented at the library in October.

Director's Report: In addition to the written report, Schmidt reported that the new staff member was doing well and commended the staff on their great flexibility while being short staffed. Schmidt reported the library was celebrating Di-November with a number of activities, include a dinosaur scavenger hunt around the library which has been very popular. The library's most recent adult craft night was creating holiday cards using Canva software. We received positive comments about the unique event and mixing crafting and technology together.

Old Business:

- **Marketing Plan:** Updated version included in packet as approved at last meeting.
- **Update on Accreditation requirements:** Schmidt is working on making sure YCL has completed all the requirements and gathering all the necessary paperwork. She has contacted the State Library to confirm that all of the Board training hours are approved and waiting to hear if that requirement is fulfilled. Accreditation submission is due December 3.
- **Agreement for the provision of library services:** The agreement has been approved by both the County and City Commission and will be in effect for 2022.

New Business:

- **2022 Calendar:** Koerner made a motion to approve the calendar for Yankton Community Library closure days in 2022 with a second by Tielke. Unanimous approval.
- **Donation and Gift Policy:** Tielke made a motion to approve the donation and gift policy with corrections with a second by Huff. Unanimous approval.

- **Personnel Policy:** The personnel policy was reviewed. No changes.
- **Computer and Internet Policy:** Policy was reviewed with suggested changes. Board will wait to vote until we have gotten feedback from IT department and City Attorney.
- **Privacy of Patron Records Policy:** Policy was reviewed with suggested changes. Board will wait to vote until we have gotten feedback from the City Attorney.
- **December Meeting:** The Board will hold a special meeting on Wednesday, December 1 to review any final documents needed for the accreditation process.

Other Business: Schmidt asked the Board how they would like to conduct her Director's review. Feedback will be gathered from Board members by Mechtenberg. She will share the information with the City Manager and join Schmidt's review. Mechtenberg will report back to the Board.

Public Comment Period: None.

Adjourn the meeting of November 10, 2021: Huff made a motion to adjourn the meeting at 6:30 pm with a second by Tielke. Unanimous approval.