

## MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING

### YANKTON COMMUNITY LIBRARY

Wednesday, December 1, 2020, 5:30 pm

#### Virtual Meeting – GoToMeeting interface and physical location in the Quiet Room

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

**Approval of November 9, 2021 minutes:** Webber made a motion to approve the November 9, 2021 with a second by Huff. Unanimous approval.

**Public Comment Period:** none

**Discussion of Bills/Financial Report:** Schmidt reported that due to the early meeting date the December financial reports were not completed. Dobrovolny will include December reports with the January packet.

**Communications and Correspondence:** Schmidt shared a thank you note from a patron praising the staff for their service.

**Director's Report:** Schmidt will be out for maternity leave starting on 12/6 for approximately eight weeks. Dobrovolny will be in charge in her absence. Upcoming events include a series of four Adulting 101 programs and Hygge Sundays. We have been invited to speak with several local organizations about library services. Schmidt and Dobrovolny have prepared a Library Show and Tell program that highlights materials and services beyond print books.

#### Old Business:

- **Update on accreditation requirements:** Application has been submitted at exemplary status level.
- **Donation & Gift Policy revised:** Finalized version as approved at last meeting included in packet.
- **Computer & Internet Policy:** Referred to City Attorney DenHerder for clarification.
- **Privacy of Patron Records Policy:** Motion to approve with updates by Klimisch with second by Koerner. Unanimous approval.

## **New Business**

- **Library Card Policy:** Motion to approve with updates by Tielke with second by Webber. Unanimous approval.
- **Display of Items Policy:** Motion to approve with updates by Webber with second by Huff. Unanimous approval.
- **December regular meeting:** Motion to cancel regular December meeting by Klimisch with second by Huff. Unanimous approval.

**Other Business:** Mechtenberg thanked the board members for their input on Schmidt's review and noted that it would be completed with the City Manger in the new year.

**Public Comment Period:** None

**Adjourn the meeting of December 1, 2001:** Huff made a motion to adjourn the meeting at 6:30 pm with a second by Webber. Unanimous approval.