

**MINUTES OF THE BOARD OF TRUSTEES MEETING  
YANKTON COMMUNITY LIBRARY  
Wednesday, January 8, 2020, at 5:30 p.m.  
Yankton Community Library, Meeting Room**

Meeting called to order by President Christine Tielke at 5:30 p.m. Present were Sue Otterman, Lilah Gillis, Amy Nelson, David Koerner, Yankton City Commissioner Jerry Webber, Yankton County Commissioner Dan Klimisch, Yankton City Manager Amy Leon, Library Director Dana Schmidt and Assistant Library Director Linda Dobrovolny.

**Additions to the agenda:** None.

**Minutes:**

Motion to approve the minutes of the November 13, 2019 meeting by Webber, with second by Nelson. Unanimous approval.

**Discussion of Bills and Financial Report:**

- Schmidt pointed out that Revenue report did not reflect the second payment of \$12,000 from the County for 2019. The check was received in November and it was discovered that the amount had been mistakenly coded into the wrong budget line. This has been corrected.
- Schmidt noted that although the library has been fine free (except for on DVDs) for two years, the library took in twice the expected amount for fines in 2019.
- A reminder that these figures in the attached financial reports are not final numbers for 2019. There may still be some transactions in January that will come out of the 2019 budget.
- Motion to accept the financial reports by Webber with a second by Gillis. Unanimous approval.

**Communications and Correspondence:**

Schmidt shared several thank you notes and donations received by the library.

- A book club thanking Amy Clare for all the work she puts in to getting their books each month
- River City Domestic Violence Shelter for providing a team building activity with the Escape Room, plus a \$100 donation
- An anonymous donation of \$7,000 to the Friends of the Library to be used for Children's programming
- Three memorial donations for books

**Public Comment Period:** None.

**Director's Report:**

- In addition to the written report, Schmidt demonstrated the new format of books that the library will be adding to its collection soon-Wonderbooks. These are youth books that have a built in recording of the books so that readers can listen. Schmidt also talked about a new event coming up in the winter months. Hygge is the Danish concept of coziness and togetherness. The event will entail making the meeting room an extra cozy space on Sunday, January 26. There will be activities available such as board games, puzzles, conversation starters and some light refreshments. It will be a comfortable space for people to spend some time together and maybe make some new friends. This event will be repeated in February and March.

### **Old Business:**

- **2020 Holiday Closures/ Board Meeting Calendar**
  - Schmidt informed the group that the Union negotiations had been finalized to include Christmas Eve (December 24) as a paid holiday as well as offering employees 3 floating holidays for 2020. She also pointed out that the regular meeting date in November fell on a holiday (November 11) and that another date could be decided for the November meeting at a later time.

### **New Business:**

- **Update from City Manager**
  - Amy Leon shared that the City Commission would be updating its strategic plan soon but she felt that a new library was still an important goal for the Commissions. The timing of it may be a little further in the future than we had hoped due to the weather events and subsequent damage that occurred in 2019. She encouraged us to continue working to broaden the exposure of the library to citizens and to continue to highlight what the library has to offer.
- **Microform Policy**
  - Gillis made a motion to approve the policy with the suggested changes with a second by Nelson. Unanimous approval.
- **Telephone Policy**
  - Webber made a motion to approve the policy with the suggested changes with a second by Nelson. Unanimous approval.

### **Other Business:**

- Schmidt shared the success of the Friends' quarterly book sale. The Friends gained 19 new members and the library staff were able to help educate people more about what a Friends membership entails. We have received many positive comments about that changes that were made.

### **Adjourn into Executive Session to discuss Contractual, Litigation & Personnel matters under SDCL 1-25-2**

- Motion by Gillis to adjourn into Executive Session with a second by Webber. Unanimous approval.

### **Reconvene as Board of Trustees**

- Motion by Webber to reconvene as Board of Trustees with a second by Gillis. Unanimous approval.
- Klimisch made a motion to approve the City Manager's recommendation of a pay increase for the Library Director plus a \$50 monthly phone stipend. Second by Webber. Unanimous approval.

### **Adjourn the meeting of January 8, 2020**

Motion by Koerner to adjourn with second by Gillis. Unanimous approval. Meeting adjourned at 6:15 p.m.

Respectfully submitted,  
Dana Schmidt, Library Director