



**Public Library Board of Trustees Minutes**  
City Council Chambers, City Hall, 612 N. Main Street  
January 23, 2024

**1. Call to Order**

With Board President Nath attending the meeting via Zoom, Board member Temple presided at the meeting. Board member Temple called the meeting to order at 5:15 p.m.

**2. Roll Call**

The following members were present in person: Deb Everson and Ann Temple. Board members Dennis Nath and Emma DeVos attended via Zoom. Board members Diana Goldammer and Susan Tjarks was excused. Also present was Kevin Kenkel, Library Director and Zack North, Adult Services Librarian.

**3. Approval of Agenda**

There were no changes to the agenda. Motion by Everson, seconded by Nath, to approve the agenda. All members present voted "Aye". Motion passed.

**4. Approval of Minutes**

Board members reviewed the minutes from the November 14, 2023 board meeting. Motion by Everson, seconded by Nath, to approve these minutes. All members present voted "Aye". Motion passed.

**5. Director's Report**

Board members reviewed written reports and monthly statistics for Decmber 2023. Kenkel and North provided additional comments regarding the written reports. Additional discussion about the library's total 2023 usage was held. Motion by Nath, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.

**6. Financial Report & Approval of Bills**

Kenkel submitted one bill for approval to be paid. Motion by Everson, seconded by DeVos, to approve payment of the submitted bills. All members present voted "Aye". Motion passed.

Board members reviewed the November and December bank statements and financial reports. Motion by Nath, seconded by Everson, to approve the financial reports. All members present voted "Aye". Motion passed.

**7. Business Items**

**A. Action to Approve Funding Requests for January 2024**

Kenkel presented seven funding requests.

<b>Program/Project</b>	<b>Requestor</b>	<b>Amount</b>
Community survey incentives	Kevin Kenkel	\$ 150.00
Bookopoly prizes for adults and teens	Zack North	\$ 1,500.00
Adult Summer Reading Programming	Zack North	\$ 2,000.00
YA Summer Reading Programming	Zack North	\$ 1,500.00
Kerry Grombacher program (SDAC)	Zack North	\$ 250.00
Bookopoly prizes for children	Jean Patrick	\$ 975.00
Children's Summer Reading Programming	Jean Patrick	\$ 7,400.00
<b>Total Requested:</b>		<b>\$ 13,775.00</b>

These funding requests are the major requests for the year. Motion by DeVos, seconded by Everson, to approve the seven funding requests. All members present voted "Aye". Motion passed.

**B. Action to Approve Policy**

Board members reviewed the new "3D Printer Policy". Kenkel informed board members that the proposed policy was reviewed by the city attorney. Motion by Everson, seconded by DeVos, to approve the 3D Printer Policy. All members present voted "Aye". Motion passed.

**C. Sales Tax Discussion**

Kenkel informed Board members that after discussions with the city's Finance Officer, it was determined that the library needs to begin submitting sales tax from used book sales. Prices for items will increase and sales tax will be included in the new prices rather than added to the price of books.

**8. Committee Reports**

Kenkel, Everson, and Nath discussed the second meeting of the library's Strategic Planning Committee. The committee met January 18, 2024 with two staff members from the South Dakota State Library. Committee members edited the questions for the community survey. They determined that the survey should run from approximately mid-March through the first weekend in May. The next committee meeting will be February 15, 2024.

**9. Board Input**

No additional Board input was given.

**10. Citizen's Input**

No citizen's input was given.

**11. Adjournment**

12. Board members decided that no training session will be held in February due to the City Council meeting being scheduled for the third Tuesday in February. The next Board of Trustees meeting is scheduled for January 16, 2024 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, Temple asked for a motion to adjourn. Motion by Everson, seconded by DeVos, to adjourn the meeting. All members present voted "Aye". Motion passed. The meeting adjourned at 6:13 p.m.

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