



Public Library Board of Trustees Minutes
Mitchell Public Library, 221 N. Duff Street
March 25, 2024

1. Call to Order

Board President Nath called the meeting to order at 5:16 p.m. This meeting was originally scheduled for March 19, 2024. Due to a lack of quorum on March 19 the Board meeting was rescheduled to March 25, 2024.

2. Roll Call

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

3. Approval of Agenda

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

4. Approval of Minutes

Board members reviewed the minutes from the January 23, 2024 board meeting. Nath requested a correction to the date for the future March meeting. Motion by Everson, seconded by Goldammer, to approve these minutes as amended. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for January and February 2024. Kenkel and Patrick provided additional comments regarding the written reports. Motion by DeVos, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval of Bills

Kenkel submitted five bills for approval to be paid. Board members reviewed the January and February 2024 bank statements and financial reports. Motion by Goldammer, seconded by Everson, to approve payment of the submitted bills and approval of the financial reports. All members present voted "Aye". Motion passed.



7. Business Items

A. Review of 2023 Public Library Survey Responses

Board members reviewed the responses to the 2023 Annual Public Library Survey that is submitted to the South Dakota State Library. Board members commented on the variety of statistics that are collected for this survey. Board saw no items needing correction.

B. Action to Approve Funding Requests for March 2024

Kenkel presented one funding request of \$1,887.32. This funding request is for children's furniture including two small stools, one table, and eight children's height chairs. Motion by Goldammer, seconded by DeVos, to approve this funding request. All members present voted "Aye". Motion passed.

C. Action to Approve Changes to the Board's By-laws

Board members reviewed a proposed change to the Board's By-laws. Kenkel informed board members that he learned from research, that the Board itself can determine the number of members required for a quorum at meetings. Reducing the quorum requirement from four to three will allow the Board to hold meetings when three members are absent. Board members found this a reasonable change. Motion by Everson, seconded by DeVos, to approve this change to the Board By-laws. All members present voted "Aye". Motion passed.

8. Committee Reports

Kenkel discussed the third meeting of the library's Strategic Planning Committee. The committee met February 15, 2024. Committee members performed final edits to the questions for the community survey. Kenkel setup the survey in Survey Monkey in both English and Spanish. Kenkel informed Board members that an announcement about the survey will be included in April water bills for city residents. A postcard announcing the survey was mailed to county residents outside of Mitchell. The survey will run through the first weekend in May to capture attendees at May's First Fridays event. The committee will meet again after the survey closes to begin analyzing responses.

9. Board Input

No additional Board input was given.

10. Citizen's Input

No citizen's input was given.

11. Adjournment

Kenkel announced that Board training in April will correspond with the State Library's regional training to help at Mitchell Public Library April 3. The topic of this training is weeding library collections. Board members are invited to participate. The next Board of



Trustees meeting is scheduled for May 21, 2024 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, Nath declared the meeting adjourned at 5:57 p.m.