



Public Library Board of Trustees Minutes
Mitchell Public Library, 221 N. Duff Street
May 21, 2024

1. Call to Order

Board President Nath called the meeting to order at 5:15 p.m.

2. Roll Call

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

3. Approval of Agenda

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

4. Approval of Minutes

Board members reviewed the minutes from the March 25, 2024 board meeting. Motion by Everson, seconded by Temple, 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 March and April 2024. Kenkel and North provided additional comments regarding the written reports. Motion by Tjarks, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval of Bills

Kenkel submitted four bills for approval to be paid. Motion by Temple, seconded by Tjarks, to approve payment of the submitted bills. Board members reviewed the March and April 2024 bank statements and financial reports. Motion by Tjarks, seconded by Temple, to approve the financial reports. All members present voted "Aye". Motion passed.



7. Business Items

A. Action to Approve Funding Requests for May 2024

Kenkel presented one funding request of \$3,740.00. This funding request is for purchasing four computers to replace nine-year-old public-use computers. Motion by Everson, seconded by Temple, to approve this funding request. All members present voted "Aye". Motion passed.

8. Committee Reports

Kenkel reported that 368 people completed the community survey for strategic planning. The staff survey is running through the end of May. The Strategic Planning Committee will meet in June to begin reviewing survey results, census data, and library use numbers.

9. Board Input

Tjarks asked about library budget requests for 2025. Kenkel informed board members that there will be a funding request for installing track lighting on the perimeter soffit. The perimeter of the library is dark, which makes locating books difficult. Other than that, the library's budget request will be similar to previous year.

10. Citizen's Input

Everson commented that she appreciates how good the library looks with all the updates made over the past few years.

11. Adjournment

Kenkel asked board members if they want to forego training in June. With summer schedules board members decided to not have a June training session. The next Board of Trustees meeting is scheduled for July 16, 2024 at 5:15 p.m. in City Council Chambers at City Hall. This will be the annual reorganization meeting.

There being no further business, Nath declared the meeting adjourned at 6:00 p.m.