



Public Library Board of Trustees Minutes
Mitchell Public Library, 221 N. Duff Street
July 16, 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, and Ann Temple. Board members Emma DeVos, Diana Goldammer, and Susan Tjarks 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 Temple, 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 May 21, 2024 board meeting. Motion by Temple, seconded by Everson, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

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

6. Financial Report & Approval of Bills

Kenkel submitted two bills for approval. Board members reviewed the May and June 2024 bank statements and financial reports. Motion by Temple, seconded by Everson, to approve payment of the submitted bills and to approve the financial reports. All members present voted "Aye". Motion passed.

Nath asked Kenkel to add an action item to the next Board meeting to discuss and possibly grant pre-approval of future monthly sales tax payments rather than doing so at every meeting.

7. Business Items

A. Annual Meeting Actions

Kenkel presided over the selection of a Board President for the coming year. Temple nominated Dennis Nath as President for 2024-2025. Motion by Everson, seconded by Temple, to close nominations and elect Nath by acclamation. All members present voted "Aye". Motion passed.

At this point, re-elected Board President Nath again presided at the meeting and asked for nominations for Vice-president. Everson nominated Goldammer for 2024-2025. Motion by Temple, seconded by Everson, to close nominations and elect Goldammer by acclamation. All members present voted "Aye". Motion passed.

Board members reaffirmed the third Tuesday at 5:15 p.m. of each odd month as the meeting date for board meetings. Board members will continue having training sessions as needed the third Tuesday of each even month at Mitchell Public Library. These sessions will be at 5:15 p.m.

B. Action to Approve Funding Requests for July 2024

Kenkel presented three funding requests totaling \$1,475.00. These funding requests are for purchasing additional board game shelving, an author visit by Arley Fadness, and books for the 19th annual Read for the Record event in October 2024. Motion by Everson, seconded by Temple, to approve these funding requests. All members present voted "Aye". Motion passed.

C. Review of 2025 Library Budget Request

Kenkel presented the draft 2025 budget request for city funding. Board members reviewed and asked questions about a number of items. Board members affirmed the draft request. Motion by Everson, seconded by Temple, to approve the annual budget request. All members present voted "Aye". Motion passed.

D. HB 1197 Discussion

Kenkel reviewed discussions he has had the past two months with directors of other large public libraries in South Dakota and the city attorney, Justin Johnson. Kenkel shared Johnson's recommendation to use the library's existing challenge process as the measure to meet the requirements of HB 1197 Section 2(2). This section requires public libraries in South Dakota to "Develop and implement, by January 1, 2025, a local policy that establishes measures to restrict minors from accessing obscene matter or materials". Board members expressed their approval of this approach. Kenkel will begin drafting necessary changes to the library's policies to meet this statutory requirement.

E. Action to Update Library Hours

Kenkel presented a proposal to change the library's Friday hours from 9:00 am – 6:00 pm to 9:00 am – 5:00 pm. Kenkel shared that library traffic during the Friday 5:00 hour is less and that this change will allow for staff meetings at 8:00 am Friday mornings, which will benefit department communication. Motion by Temple, seconded by Everson, to approve the change to library hours as proposed. All members present voted "Aye". Motion passed.

8. Committee Reports

Kenkel reported that 470 people completed the community survey for strategic planning. The survey ended up running longer than originally planned in order to obtain more responses. The staff survey ran through the end of May. Kenkel will schedule a meeting with the strategic planning committee hopefully in August to begin reviewing collected data.

9. Board Input

Temple and Everson thanked Nath for agreeing to serve as President for another year. Nath complimented library staff on increased circulation numbers and quality programming offered to the community.

10. Citizen's Input

North informed Board members that sometime in the next few months he will submit his resignation in order to join his partner who took a position in Michigan. Board members thanked North for his service and all of the improvements he helped implement at the library.

11. Adjournment

With summer schedules board members decided to not have an August training session. The next Board of Trustees meeting is scheduled for September 17, 2024 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, Nath declared the meeting adjourned at 6:18 p.m.