



Public Library Board of Trustees Minutes

Community Room, Mitchell Public Library, 221 N. Duff Street

May 13, 2025

1. Call to Order

Board President Nath called the meeting to order at 5:17 p.m.

2. Roll Call

The following members were present in person: Dennis Nath, Deb Everson and Diana Goldammer, Ann Temple, and Susan Tjarks. Board member Emma Shears attended via Zoom. Also present was Kevin Kenkel, Library Director.

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 March 18, 2025 board meeting. No changes were needed. Motion by Everson, seconded by Temple, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for April 2025. Kenkel provided additional comments regarding the written reports. Additional discussion about federal funding to the SD State Library and its effects on Mitchell Public Library was held. Motion by Temple, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval of Bills

Board members reviewed the March and April 2025 bank statements and financial reports. Discussion on interlibrary loan and the library's postage account was held. Motion by Goldammer, seconded by Temple, to authorize Kenkel to use Board funds to pay for postage costs after the postage budget is expended later this year. This authorization is through 12/31/2025. All members present voted "Aye". Motion passed. Motion by Tjarks, seconded by Everson, to approve the financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Action to Approve Bylaws Updates

Board members reviewed updates to the Board Bylaws. Motion by Everson, seconded by Goldammer, to approve these updates. All members present voted "Aye". Motion passed.

B. Action to Approve Policy Updates

Board members reviewed updates to the Collection Development Policy, the Confidentiality Policy, the Library Room Use Policy, and the Public Computer Use Policy. Board members also reviewed the Rules of Conduct Policy with no updates. No changes were recommended. Motion by Goldammer, seconded by Tjarks, to approve these updates. All members present voted "Aye". Motion passed.

8. Committee Reports

There were no committee reports.

9. Board Input

Goldammer asked about the Little Free Library in the courtyard across Corn Palace. Kenkel informed Board members that library staff recently added books in preparation for the summer months. Over the winter, few books were removed from the Little Free Library. Kenkel expects more books taken as the tourist picks up. Library staff will regularly check the Little Free Library over the summer months to make sure it has plenty of books.

Temple commented that she liked the April training at which Board members were trained on circulation desk functions.

Board members and Kenkel thanked Emma Shears for her five years of service on the Library Board of Trustees. Shears chose to not be reappointed to another term, so this meeting was her last meeting. Shears commented on appreciating the improvements to the library during her time on the Board.

10. Citizen's Input

No citizen's input was given.

11. Adjournment

Kenkel announced that there will be no Board training in June. Library staff will be busy with the Summer Reading Program.

The next Board of Trustees meeting is scheduled for July 15, 2025 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, Nath declared the meeting adjourned at 6:28 p.m.