

Parkston Public Library Board Minutes

July 19th, 2021, 7PM

- Members Present** Tim Semmler, Charlene Neugebauer, Mary Sue Thury, Kay Akre, Missy Stork and Lyle Weekly. Absent Kristine Gillette
- Others Present** Becky Hafner
- Call to Order/Roll call** Stork called meeting to order at 7:00 PM CDT. Members present provided a quorum for the meeting.
- Adoption of Agenda** A MOTION made by Semmler and seconded by Neugebauer to adopt agenda. Motion carried with present saying Aye.
- Approval of Past Minutes** A MOTION made by Semmler and seconded by Neugebauer to approve the April 7th, 2021, minutes. Motion carried all present voting Aye.
- Financial Report** A MOTION made by Thury and seconded by Akre to approve financial reports. MOTION carried with all present stating Aye.

	Quarterly Expenditure sheet					
	2nd January	February	March	April	May	June
Checking ACCT Beginning Checking Balance	5,277.83	5323.38	5,391.62	5,606.55	5,918.88	6,007.28
Expenditures						
Menards - supplies	22.96	30.16				
Postage	13.18	18.25	15.34	29.52	9.31	6.03
Cash box startup				200		
PFC- SRP prize						10.63
Parkston Advance Ads Book Sale					63	
Deposits	82.3	112.9	215.2	125.2	161.25	228.2
Book Sale				367		
Ending Check Balance	5,323.38	5,391.62	5,606.55	5,918.88	6,007.28	6,219.36

167 Book Sale

Donation Acct Beginning Donation Balance	4,655.55	5,105.04	5,105.12	4,888.31	4,893.35	4,893.39
Expenditures	14.99		216.87			
Micromarketing Audio	14.99					
Coast to Coast Inc Bookmarks			216.87			

Deposits.	500.21			5			
Maxwell Don. 500	500						
Sinkbeil Don. 40.00							40
Interest Dept.	0.21	0.08	0.06	0.04	0.04	0.04	0.04
Ending Donation Balance	5,105.04	5,105.12	4,888.31	4,893.35	4,893.39	4,933.43	

VFW Auxiliary representative, Becky Hafner appeared before the board to discuss the fee for using the Back room each time they meet. They are a service organization and do a lot of community service. They do not have a lot of members and do not do a lot of fund raisers, so the fee is hard to absorb. They were asking it to be waived for their service Organization. After further discussion, Motion by Semmler 2nd by Stork to waive the service fee for Military Service Organizations only. This would be for organization meeting not members of these organizations

No one appeared for Open Forum.

Directors Report

- ✓ Been taking advantage of a lot on webinars being offered on Technology. Getting Lori and Kim involved if they fall on the days they work.
- ✓ We attended webinars on the Summer Reading Program to discuss how we should look at doing it for our Community. We are leaning on doing a hybrid of Take & Go bags but if they want to stay and do it here, we are willing to do that also.
- ✓ We did a major weeding to see if we could make some room for some new books. City will be provided with a list of books we took out of the system. Using the Crew method of weeding, as per Policy I used the following criteria: books entered in system prior to 2015. Books checked out 3 or less times. For books in Series. If over half of series fall in these criteria. I pulled the whole series. A Few I pulled but put back on before I deleted them. I used the criteria for same for audio Books. For movies I used entered before 2015, not checked out in the last 5 years.
- ✓ Never done a Big Book sale, I turned to my Library peers. A lot of them sell plastic bag for \$1.00 and let them fill it. Instead of purchasing bags to sell

we decided to use the Bags we have. We purchased them for a \$1.00 apiece. Sell for \$2.00 pay for bag and books let them fill the Bag

- ✓ A lot of talk about the Grant money that was released the Last week of March for Libraries.
 - Mostly for Technology and Covid.
 - Waiting for the state to tell us exactly what it can go for.
- ✓ Still hit and miss if we will have business on a given day. People are just not sure they want to be around other people.
- ✓ Trying to bring in other things to help get library back inside.
 - Scan Day was an interest after the flood so I looked into it but state shut down before we could do it. But its o for next week if we get more people signed up.
 - We need Six signed up or we will have to cancel. Have room for 14.
 - Currently we have 3. Asking if you could remind family to think about it.
- ✓ Moving forward planning out summer and the new Programs that we are starting/restarting.
 - 1,000 Books before Kindergarten hopefully we can get running in May. Ordered supplies, looking for artist to draw trees on wall to show kid's progress.
- ✓ Continue to purchase books and bring in books that people request. We are circulating several books to other libraries.
- ✓ No sure how to bring kids back in for Computers. Maybe should just let them figure it out themselves.
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- ✓ Copier lease is up this year. GFC comp we have has given a quote for new cannon copier. Century Business Products in Yesterday will give us a quote. Has several other businesses in town. HDC also rents them but he has not been around yet. Guessing we need a quote by July so we can budget it.

Old Business

Election of Officers—Any issues with Election

Summer Reading Program- Still preparing how to proceed.

Grant Application- SMD Grant- Awarded for Beginning 1,000 books before kindergarten program- purchasing material hopefully start in May sometime.

Policy review-- Technology – Might need to change some wording to handle new grant.

Covid-

activate overdue fines. They are activated, have 3-day grace period before fine begins.

Surplus Property

Round purple chair- Trista says she will take but when she comes in, she has wrong vehicle or no time to get it. Board gave suggestions and directions.

New Business

SD Annual library Survey- Completed send in. Waiting for it to be approved. City sent a digital copy.

Book Sale- Have weeded books that have sat on shelf since 2015 with less than 3 reads in 5 years. April 9-10 for National Library Week. \$2.00 for a Bag and you can fill it. List of Deleted books Kept in our Catalog system Atrium.

Partnered with SD State Library to offer a Digital Scan Day on April 15th. Bring items in to have State, scan them to digitally save to USB. Store safely or share in the social or digital world. Need Six people signed up for them to come. Have room for 14 people.

Federal Grant Money allocated to libraries for Technology upgrades.

Purchase Computers- Might be able to pay for lease price for 1 year.

Upgrade Printers- if we want to purchase them.

Will pay for electronics like Gro Pros editing software to do virtual programing.

Sounds like it would pay for more Covid type supplies. I will ask information for a sterilization Oven. I do not have all info out on it yet. State stated they are looking at the ins and out of it, but it should be available soon.

Microfilm Machine- has a light issue. Not sure how to address issue.

SD Library Institute will be in person at Northern State University

June 6th thru June 11th. This will be class we should have had last year. We will be one year behind. In training. I will be a Junior. MOTION

by Semmler and seconded by Thury to allow Lyle to attend Institute if library is staffed. Motion carried with all present saying Aye.

Summer Reading Program will run 6 weeks June 14th through July 30th with week of July 4th not having class. Will be offering take and go bags but also will offer kids to do craft in library as well.

Reinstatement of Financial debit cards/ credit card for library.

Asking to get approval to reuse these. I had no issues in the audit that we did last year. You have had no issues with the bills. I can have open statements available to council and board. Semmler stated this would be a City Council decision since they are the ones that declared we could not use them.

Policy Review Reviewed what should be included in the Technology Plan for the upcoming grants.

Communication from City Council

Mask mandate inside city building will continue.

Personnel Nothing

Next meeting July 7th, 2021 7PM

Adjourn *Motion made by Semmler, seconded by Thury to adjourn. Motioned carried by all present stating Aye.*