

Parkston Public Library Board Minutes

January 10th 2022, 7PM

Members Present Tim Semmler, Diane Braley, Mary Sue Thury, Kay Akre, Missy Stork, and Lyle Weekly. Absent Charlene Neugebauer.

Others Present None

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 Stork to adopt agenda. Motion carried with present saying Aye.

Approval of Past Minutes A MOTION made by Stork and seconded by Akre to approve the October 4th, 2021, minutes. Motion carried all present voting Aye.

Welcome Board welcomes Diane Braley to the Board to serve 1 year term.

Financial Report A MOTION made by Stork and seconded by Akre to approve financial reports. MOTION carried with all present stating Aye. See attachment A

Open Forum-

Directors Report

- Been struggling with financial end of Year. My figures and Rachels were not matching. But in the end, they are just a few dollars off. Funds were not taken from same areas in budget. Goal for this year is to correct this somehow.
- Been taking web online classes for next year's Teen session of the library Institute. It is a weekly zoom meeting with homework. It is a 4-month session.
- Also taking my required winter institute classes. Which is a once a month zoom meeting and homework that needs to be completed the week of the zoom meeting.
- Hopefully we will have fiber internet upgrade by end of month. Santel is coordinating with City Hall. Told them to hold off until after 15th.
- Working on ways to entice students back into library. 4th grade and above just not utilizing. Guessing they have found other ways to use their devices.
- Working on Summer reading program ideas and ways to get prizes kids may like.
- Feel the Library should be involved with the Memorial wall but struggling to see how we can do so as a library.
- Also working on kids' night for Amp-i-Thursdays. I will be out of town (library Institute) that week so not sure I can pull something off.
- My Goal is to get library info into community by talking to service organizations at their meeting. Let them know the services we provide.

Old Business

ARPA Federal grant Update. Website is operational. Books have been purchased with left over funds. We will get reimbursed after we can provide prove of payment. Web site address is <https://parkstonsd.advantage-preservation.com>.

CIPA (Child Internet Protection Act) We have the filter in place to stop kids from accessing certain sites. Need to have a public meeting to let public address any concerns or questions about this. Would like to do this at Next Meeting.

Copy Lease Renewal – Machine was switched out in late October. We saved money by purchasing machine and going with a service contract only.

Lego Mondays. This has been attended by a small number of kids. They are younger age kids. Would like to continue once a month. Add additional items on other Mondays.

New Business

Finances for Library- Discussion on how to fund library projects. Clarification on funds in library accounts.

Toylendinglibrarysd.org- Presented an idea of partnering with Toy lending library to provide toys and books to library patrons here. Switch out totes once a month. MOTION by Thury, seconded by Braley to partner with ToylendingSD.org. Motion carried with all present stating Aye.

Summer Reading Program-This year's Theme Oceans of Possibilities in month of July again this year.

Dates of Library Institute This year dates are June 12th-17th,2022 in Aberdeen. MOTION by Thury seconded by Stork for Director to attend this year. Motion carried with all present stating Aye.

Policy Review- Mission Statement/ by laws. Discussed each and made changes as noted in attachments.

MOTION by stork seconded by Akre to approve mission statement and By-Laws with changed discussed. MOTION carried by all present stating Aye.

Election of President and Vice President. Motion by Semmler seconded by Stork to nominate Thury for President. MOTION for nomination to cease and elect Thury President was made by Semmler seconded by Akre. MOTION carried by all stating Aye. MOTION by Thury to nominate Akre for Vice President seconded by Stork. MOTION carried by all present stating Aye.

Microfilm Machine. Discussion whether to keep machine or surplus now that film is digitized. We will keep microfilm cassette. City of Parkston will be asked to Surplus this item.

City Council Communication employees will receive a stipend in leu of an appreciation supper this year.

Personnel— Nothing currently.

Next meeting is scheduled for April 12th, 2022

Adjourn— MOTION to adjourn at 8:20 PM by Stork seconded by Semmler. MOTION Passed by all present stating Aye.

Attachment B

MISSION STATEMENT

Updated by board on 1-12-22

The Parkston Public Library will provide library service for informational, educational, cultural, and recreational needs of its patrons.

BYLAWS OF THE PARKSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Updated by board on 1-12-22

ARTICLE I – Name and Authorization

This organization shall be called “The Board of Trustees of the Parkston Public Library” existing by virtue of the provision of Chapter 14-2 of the South Dakota Codified Laws and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II – Meetings

The Library Board shall meet once quarterly and/or as needed. ~~the months of Jan., Mar., May, July, Sept., and Nov.~~ at the library. Special meetings may be called by the President.

ARTICLE III – Officers

Board officers shall be as follows: President and vice-president who will be elected from among the trustees at the ~~May~~ January meeting. Each officer shall serve a term of one year in such office and may be re-elected in subsequent years. The librarian shall serve as the secretary. The President of the board shall preside at all meetings, certify all actions approved by the board, authorize calls for any special meetings, and generally perform the duties of the presiding officer. In the absence of the President, the vice-president shall perform all duties authorized for the President. If an officer resigns, the board will elect a replacement. The board secretary shall keep a true and accurate account of all proceedings of the meetings, issue notices of all proceedings of the board meetings, issue notices of all regular meetings and on the authorization of the President, of all special meetings, and have custody of the minutes and the other records of the board. The librarian shall serve as treasurer. ~~The city council representative~~ Board of Trustees Parkston Public Library Board President is required to sign checks along with the librarian.

ARTICLE IV- Committees

Special committees for the study and investigation of special problems may be appointed by the President to serve until they have completed the work for which they were appointed.

ARTICLE V- Quorum

The quorum for the transaction of business shall be a simple majority of the board members.

ARTICLE VI – Librarian

The librarian is the board's executive officer and shall have sole charge of administering the library under the board's direction and review. The librarian shall be responsible for employing and directing the staff, for selecting library materials, for the care of the building and equipment, for the efficiency of the library's service to the public, and for operating the library under the financial conditions set forth in the budget. The librarian shall keep exact accounts of all monies received or expended and shall report on such receipts and expenditures at each regular meeting of the board.

ARTICLE VII – Order of Business

The order of business at the regular meetings shall be as follows:

Approval of Agenda

Approval of previous meeting's minutes

Financial report

Open Forum

Directors Report

Committee reports

Old business

New business

Communication from City Council

Personnel

Adjournment

ARTICLE VIII – Amendments

These bylaws may be amended by a simple majority of the members at any regular board meeting.