Parkston Public Library Board Minutes

July 11th, 2022, 7PM

**Members Present** Diane Braley, Mary Sue Thury, Kay Akre, Missy Stork, Lyle Weekly andCharlene Neugebauer. Excused is Carroline Kniffen.

**Others Present** None

**Call to Order/Roll call** Thury called meeting to order at 7:00 PM CDT. Members present provided a quorum for the meeting.

**Adoption of Agenda** A MOTION made by Neugebauer and seconded by Akre to adopt agenda. Motion carried with present saying Aye.

**Approval of Past Minutes** A MOTION made by Akre and seconded by Braley to approve the April 11th, 2022, minutes. Motion carried all present voting Aye.

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

**Open Forum**- No one present Open forum to 3 minutes per person and a Max of 5 minutes.

* **Directors Report** April and May were busy with preparing for summer Reading program. Getting supplies and materials purchased.
* Finishing up with Grants. City should Have reimbursement of the AARP grant.
* Funds from Giving Hope inc. gave us a few other options for SRP Prizes.
* 91 kids signed up for this reading program. Down a little from last year. However, school held a summer reading program for the month of June.
* Prepared an attended SD Library Institute in Aberdeen. I did successfully complete this 4-year program and did receive a certificate of Public Library Management from Northern State University and the State of South Dakota.
* Struggle to understand why teens are not utilizing the library. I understand they are busy. Guess I don’t know how busy they are.
* I have been asked to host a Traveling teen unknown destination field trip in August. I want to host but not sure it will go over well since I have no teens to help me host it. Explain program.
* Budget preparation is a struggle. They rejected last year’s budget but this year everything has risen in price, so I am not sure where to cut.
* I did request $1500.00 from County again. Will use this to address the growing Spanish speaking population by bringing in Spanish English

material.

* Hopefully Fall programing will turn things around again.

**Old Business**

* **ARPA Federal Grant Update-** Funds have been reimbursed. City has received them. Grant should be completed
* **High speed router** installed will increase Lease by $85.12 a month**.**
* **Attended the State library Institute from June 12-17th** dealt with Teen Programing. I have now completed the library institute program and have a certificate of Library Management from State of SD and Northern State University.
* **Summer Reading Program.** 91 kids signed up to read. Has 23 at our 1st Craft for the program.

**New Business**

* **State librarian Visit** Laura Kelly stooped in to visit and give us some ideas to help library. State has not officially visited since 2014.
	+ Congratulated us on Toylending Library totes partnership. Also getting the 1,000 books before kindergarten going.
	+ Lack of Computer use was discussed. She felt we could highlight the Databases offered by the State Library. Change Policy eliminating the 30-minute use part of policy for computers.
	+ Offer computer related classes for adults and teens like Excel, software editing grant writing basic finance for home.
	+ Discussed where to make a teen space in the library.
	+ Talked over relocating chairs in back to open more useable space.
	+ Talked of revitalizing the kids to offer food classes.
	+ Utilizing SD Databases in Storytime. Example Bookflix.
	+ Increase attendance to programs like changing up program with Lego have bad art night. Ozobots that you have.
	+ Felt we should cut down on book sale quantity.
	+ Changing some signage in book section to be less inclusive.
	+ **Discussion on Fines vs No fines**. Discussion was held on whether to continue charges fines or going to no fines and charging for total book if not return in 4-6months. Consensus of the Board was to leave fines are they are.
	+ **Discussion of Book Sale vs Books for Donation**. Discussion held on whether we would get more sales or more funds to change to donation for books. Consensus of the board is to keep the Book sale at $.25 currently.
	+ **Fall Programming-** Discussed continuing fall programing for kids on a weekly basis instead of a monthly thing. Board has some insight into community factors that might affect this in future.

**Seed Library –** informed board I have a patron that wants to start a seed library and was wondering if we had a place to store or hold seeds. Let to discussion of School auction, upcoming tomorrow. Was directed to attend auction.

* + **SDLA Conference -** Motion made by Akre and seconded by Thury to attend conference. All present voted Aye. Will apply for Grant to cover cost.
	+ **Board member Vacancies –** Have two members leaving us this year. Stork and Akre terms are up. Discussion of who to ask if they would like to serve.
* Executive Session. Board voted to enter executive session at 8:35 PM.

Lyle exited the room. At 8:40 Pm President Thury advised they were out of Executive session.

* 2023 Budget request going over the budget proposal.

At 8:42 PM Carroline Kniffen entered the meeting- introduction were made.

MOTION made by Stork and second by Akre to submit 2023 budget request totaling 104,805.00 All present voted Aye.

Date of next meeting scheduled for October 10th, 2022 &PM.

Motion to adjourn made by Neugebauer, seconded by Akre. Motion past by all standing to exit.

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| **Attachment A** |  |  |  |  |  |  |
|  | **Quarterly Expense sheet 2022** |  |  |  |  |  |
| Checking ACCT | **January** | **February** | **March** | **April** | **May** | **June** |
| Beginning Checking Balance | 7,139.51 | 7303.59 | 7550.3 | 7786.1 | 8006.61 | 8225.85 |
| Expenditures |  |  |  |  |  |  |
| Natalie Fischer Reimbursement for lost book 4.00 |  |  |  |  |
| Postage | 12.72 | 27.24 | 19.95 | 10.89 | 9.06 | 16.51 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Deposits | 176.8 | 273.95 | 255.75 | 231.4 | 232.3 | 281.46 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Ending Check Balance | 7,303.59 | 7,550.30 | 7786.1 | 8006.61 | 8225.85 | 8490.8 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Donation Acct | **January** | **February** | **March** | April | May | June |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Beginning Donation Balance | 4459.12 | 5959.18 | 7459.27 | 7129.36 | 7055.19 | 6296.21 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Expenditures |  |  | 430.03 | 124.29 | 759.47 | 73.6 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lookout Books (DWF |  |  | 422.44 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PFC Crafts (HC) |  |  | 7.59 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CSLP SRP supplies |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hobby Lobby |  |  |  |  | 19.08 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dollar general |  |  |  |  | 158.47 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Learning Opportunities |  |  |  |  | 581.92 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Deposits. | 1500.06 | 1500.09 | 100.12 | 50.12 | 0.49 | 125.52 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maxwell Don. 500 | 500 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Giving Hope Inc. 1000 | 1000 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hutchinson Co Donation SRP 1500 |  |  |  |  |  |
| Pictorial Directories |  |  |  |  |  | 125 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Interest Dept. | 0.06 | 0.09 | 0.12 | 0.12 | 0.49 | 0.52 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ending Donation Balance | 5,959.18 | 7,459.27 | 7,129.36 | 7,055.19 | 6,296.21 | 6,348.13 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Interest rate  | 0.20% | 0.20% | 0.20% | 0.20% | 0.10% | 0.10% |  |  |  |  |  |  |  |  |  |  |  |  |  |