**Parkston Public Library Board**

**Minutes**

**January 9th, 2023**

**7PM Library Back Room**

**Roll Call** Kaye Akre, Charlene Neugebauer, Diane Braley, Rebecca Bialas, Tammy Maeschen, Carroline Kniffen was present. Absent was Mary Sue Thury.

Kay Akre, Vice president called the meeting to order at 7:00PM

**Approval of Agenda –** Neugebauer made motion to approve agenda. Seconded by Braley. Motion carried with all present stating Aye.

 **Approval of Past Minutes –** Motion made by Kniffen, seconded by Bialas to approve Past minutes. Motion carried with all present stating Aye.

**Approval of Financial Report –** After financial reports were presented and discussed a motion was made by Braley and seconded by Neugebauer to accept reports. Motion carried with all present stating Aye. Attached is Yearend Report for accounts.



**Welcome New Board Members-** Board Thanked Vice President Akre for Her service on the board. Board welcomed Rebecca Bialas and Tammy Maeschen to the Board.

**Election of President &Vice President** – Neugebauer nominated Maechen to be president. Nominations ceased and Maeschen was elected president, by all present stating Aye. Maechen took over as president and presided over the rest of the meeting.

Nominations for vice-president was open and Nomination for Neugebauer was made. nominations ceased and motion was made with all present stating Aye.

**Open Forum-** No one present for open forum.

**Directors Report Director –** Weekly presented the Directors report. Stated he had been working on Policies and Preparing info for Summer Reading Program and available Grants.

He also presented the following Question to the Board for advice:

**How long should he leave up the Plexiglass?** Some Patrons have been asking if it will be permanent. After discussion it was approved to remove it and store it in garage at City Hall.

**Question of When to close the library because of weather related things**? Discussion of when other businesses close. Is it safe to travel in town. Is it to cold to walk outside. Weekly will see what others used for criteria on closing.

**Question of if/when can service be denied a patron?** Weekly talked of patron that have a habit of bringing items back way late after they have been notified several times. They pay the fine and then check out more items and then repeat he cycle. It also habits when patrons repeatedly loose or damage items. Board talked of a 3 step down Policy. Each time you limit less they can have.

**What is better use of money spent. One big event at beginning or end of Summer reading** **Program or spending the money purchasing Books and smaller prizes?** Discussion followed or in participations of the program and what is more memorable. Discussion with purchase Books and celebration for only the ones that participated in the program.

Also had discussion on Summer Reading Program Theme of All together Now. Board had some great ideas to help me out with.

**Old Business**

 **Trunk or Treat-** Had a fun day had 350+ go through Line. Handed out Stretch skeletons, bookmarks.

 **Fun Monday** 1st Legos,2nd Board Games, 3rd Legos, 4th Science with Jenaya- This is getting between 4 and 10 people a week.

 **Amazon Account**- Amazon account is now switched of to a Pay by Invoice as we go account. Basically, same as before without the approved credit.

**New Business**

 **Grants Talked about these grants. Also stated I learned we have city employee who likes to write grants and has been awarded several in the past. These are the grants we are working on.**

 **ALA accessible grant due 2-28-23**

10,000 or 20,000 grant to help accessible needs in our community. It would pay for handicap door to library. Must do a community survey and then enhance what community states in our largest need. Will also work for autism needs, shut in needs or Spanish learning needs.

 **Stephanie Miller Davis grant due January 31**

Grant for enhancing Summer Reading and early children literature. $1500 grant this year.

**Giving Hope Inc Grant coming available end of Month**

Grant to help with children’s events in library $500 to $1000 possible.

 **Training for Summer Reading program- Slogan is All Together Now**

Training is in regional towns for 4 hrs. each session. there are 2 sessions set virtually also.

**Policy Review - Circulation Policy, Library Collection Development Policy and Code of Conduct Policy.** Board discussed presented Policies and made some recommended changes. Motion By Kniffen to adopt the Policies with the discussed changes made to them. Motion seconded by Neugebauer. Motion carried with all present stating Aye.

 **Communication from City Council –** Kniffen reported that the finance officer was leaving. That the city would be doing evaluation on employees by June where they may get a raise in pay.

 **Personnel- nothing to report**

**Next Meeting – April 10th, 2023**

**Adjourn- Motion by Kniffen seconded by Bialas to adjourn. All present stating Aye.**