

Beresford Public Library
Board Minutes
July 30, 2019 @ 6:30

Present: Troy Boone, Sharon Akland, Gareth Wyatt, Amy Stimes, Renee James, Lourdes Reaves and Jane Norling, Library Director/ Secretary

Absent: Dan Williams

Gareth Wyatt called the meeting to order at 6:32 pm. The board met one hour later than normal to have a quorum present.

Review of minutes: The minutes for June 25, 2019 were reviewed. Troy Boone motioned to approve the minutes. Sharon Akland seconded. Motion carried.

Correspondence & Donations:

No correspondence

Donations in June:

\$20.00 donated by Sharon & Wayne Akland in honor of Sonja Gabel.

Director's Report:

- Annie put together the summer reading stats for the library board. We discussed the attendance at programs and it was 1,632 for June and July. This is the highest attendance in 4 years. Top readers, minutes read and Bingo activities were counted. Teen stats will be added after they are completed in early August.
- We are having a summer reading punch card for adults to win special bags filled with various themes such as coffee and cups, cooking, desk theme and car cleaning kit with lunch bag & cup. Each 10 books checked out receive a chance to win a prize bag.
- Jane showed the five conference tables that were purchased recently and let the board know that they were purchased from the library checking account and the cost was \$2,956.77.
- The bid for tuck pointing the entire library was \$16,500.00. The patio area is coming in between \$9,185.00 and \$12,625.00 depending on the size. Due to the very wet year the patio has not been able to be completed so Jane is planning to ask Heinemann if all the tuck pointing can be finished this year and the patio will wait until next spring.
- The staff is working on all the dusting in the library, all books are removed and all shelves are dusted.
- Our copy machine is about 8-10 years old and giving us problems so a new one was ordered.

- The electric department is changing out our bulbs to LED bulbs. This should be a good energy saver and we will be able to get a rebate of over \$800.00
- Electronic time cards. The city is updating to electronic time card punch in on PC or mobile device and currently we are doing both manual time cards and electronic but hope to go live soon.
- We have two upcoming programs in August. One is about country schools given by Betsey DeLoache and the humanities council is sponsoring all except for \$50.00 that we paid. We also have Kevin Wood who portrays Abraham Lincoln and will give a history "lesson".
- Jane talked to the library board about drafting a policy for library programming. She will look into the policy and try to have it available at the next board meeting for review.

Treasurer's Report:

Amy Stimes reviewed the bills for July 2019. Board members were presented a listing of the expenses. Financial reports from the city were given to each board member. The library checking balance is \$15,928.22 and the savings/gift balance is \$25,170.94. A motion was made by Sharon Akland to accept the bills for July 2019. Second was made by Lourdes Reaves. Motion carried.

Old Business:

Trustee training: Jane handed out information on trustee training. This can be watched online by the trustee and they will get a certificate or can keep track if they watch webinars.

Foundation report/update: Jane did update that she mailed \$460.00 to the SD community foundation for the Beresford Public Library foundation from donations given from Dec. 2017 through February 2019. Jane will print the account balance for our next meeting.

New Business:

Welcome new board member Renee James and thank outgoing board member Sharon Akland. We thanked Sharon for her six years of service to the city and the library board. We appreciate her time and talents given to the library and the library services. Sharon was presented with a certificate of appreciation and a thank you card and gift. Welcome to Renee James and thank you for her willingness to serve on the library board. Renee was given a board binder with information about the library.

Budget 2020: The board discussed the proposed budget for 2020. We looked at each line in detail and Jane presented comments about the requested budget but some errors in the comments were noted. Our largest requests were additional funds to

upgrade the library software of \$4,000.00 and \$6,000.00 for half of the patio cost and \$5,000.00 to continue to add to the reserves for upgrades of bathrooms, carpet and air conditioners and future finishing of the back storeroom. Lourdes Reaves made a motion to request the budget as discussed (with corrected comments) to the finance office/city council. Renee James seconded the motion. Motion carried unanimously.

The board is required by codified law 14-2-40 to prepare and submit an annual report to its governing body.

Next meeting is scheduled for August 27th at 5:30 pm.

Adjournment: The meeting was adjourned at 7:30 pm.

Respectfully, Jane Norling, Secretary & Library Director