

**Beresford Public Library**  
**Board Minutes**  
**August 27, 2019 @ 5:30**

**Present:** Dan Williams, Troy Boone, Garet Wyatt, Amy Stimes, and Jane Norling,  
Library Director/ Secretary

**Absent:** Renee James, Lourdes Reaves

Dan Williams called the meeting to order at 5:30 pm. Troy Boone noted that the agenda said we met at 6:30 instead of 5:30. Agenda was corrected and accepted.

**Review of minutes:** The minutes for July 30, 2019 were reviewed. Garet Wyatt motioned to approve the minutes. Amy Stimes seconded. Motion carried.

**Correspondence & Donations:**

No correspondence

Donations in June:

\$10.00 donated by Jeff & Jane Norling in memory of Betty Paulsen.

**Director's Report:**

- We are working on introducing all genres of books to the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders this fall. We are planning on trying to do at least a couple of programs for homeschoolers. We had a great time with the country school program and the Abraham Lincoln portrayal program.
- The teen program has ended and the winning teens and prize baskets were posted on Facebook. The adults will be entering punch cards through Saturday and we will draw for the prizes on Tuesday, September 3<sup>rd</sup>,.
- The library has been tuck-pointed. Jane has sent an email to Heinemann Restoration with a question about one of the windows and they will stop down. They also left two items behind. The overall work on the library does look good and Jane asked Todd Hansen to also look and he felt it did look good to him.
- The electric department has installed most of the LED lights in the library. I talked to Mike Antonson and he is ordering different lights for our work area. We got a new copying machine/printer for the staff area. Our old copier was approximately 10 years old and we were having problems with it.
- The staff has moved to all electronic time cards. All staff except cleaning is logging time on the computer. Jane is manually entering the cleaning time. We have completed all the dusting in the library.
- Jane and Annie have applied for voluntary librarian certification.
- Jane did file a Stephanie Miller Davis Grant follow-up and we hope to have a chance to apply again next year for another grant.
- Jane is working on the programming policy. She is waiting for input from the city attorney.

- The city administrator requested 3 goals from each department for 2020. Jane has completed the goals and submitted them to his office. The city has also requested that each department supervisor/director come to the September 3 council meeting to go over their budgets.

### **Treasurer's Report:**

Amy Stimes reviewed the bills for August 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 \$15,217.53 and the savings/gift balance is \$25,170.94. A motion was made by Gareth Wyatt to accept the bills for August 2019. Second was made by Troy Boone. Motion carried.

### **Old Business:**

**Trustee training:** Jane did state that she would like to incorporate some board training but she may request for the newest members to watch the first three episodes so the rest of the board will not have so much duplication of training.

**Foundation report/update:** Jane presented the board with a copy of the foundation balances as of 8/5/19. \$2,740.04 is available for distribution from the foundation with the current total net assets of \$18,805.94.

### **New Business:**

**Public library standards- accreditation:** Jane is able to submit our application for accreditation in September, October or November. We more than meet the lowest level of accreditation and with a couple of board policy or plan reviews we will be at the second level of accreditation.

**Technology Plan:** The board reviewed a copy of our updated technology plan. We discussed incorporating technology in programs and do feel that one program is easily met and that we may increase that at another review but will leave it at this time. Gareth Wyatt made a motion to accept the updated technology plan. Amy Stimes seconded. Motion carried.

Next meeting in September will be cancelled due to South Dakota Library Association conference. We will plan to meet in October instead. Jane will let everyone know.

**Adjournment:** The meeting was adjourned at 6:05 pm. Next meeting will be election of officers.

Respectfully, Jane Norling, Secretary & Library Director