

**MINUTES OF THE BOARD OF TRUSTEES MEETING
YANKTON COMMUNITY LIBRARY**

Regular meeting, December 10, 2008, at 5:30 p.m.

Meeting room

Board President Carol Hamvas called the meeting to order at 5:30 pm. Present were Board members Dores Allan, Jane Bobzin, Alicia Cornemann, David Knoff, and Allen Sinclair; Library Director Kathy Jacobs; Children's Librarian Lola Harens and Friends of the Library representative Karen Kubal. Absent with no regrets was Don Gannon.

Hamvas asked for additions to the agenda. Jacobs requested the following be added: 2009 holiday calendar, Board member resignation, staff resignation and library survey results.

Minutes:

The minutes from the November 2008 meeting were examined. Allan moved approval; Bobzin seconded. Unanimous approval.

Minutes from the November 2008 building retreat were accepted as printed.

Financial Report:

November 2008 bills: discussion was held.

Financial report: end of the year report was given by Jacobs. While some line items are in the red, the library will be in the black overall. Funds will soon be added to the capital budget for the carpeting and roof projects so that budget will end in the black as well.

Communications and Correspondence: letter from Board member Don Gannon was read, asking the Board to accept his resignation. Motion by Allan with second by Bobzin to accept the resignation. Hamvas will write to Gannon, accepting his resignation with regrets and thanks for his service to the library.

Director's Report:

Jacobs updated several items:

1. Copier is scheduled to arrive on Monday.
2. Board members need to contact building task force nominees and let Jacobs know if they are willing to serve.

Children's Librarian Report:

Harens updated the Board on story hours and, in particular, those being taken to day cares. Carole Kling and Linda Shaa are volunteers in this program. Tutoring and the next story times begin January 12. Summer reading theme is creativity, the arts.

Old Business:

Policies:

Lost cards and card renewals, privacy of patron records, use of library cards: motion by Sinclair, second by Knoff to accept as printed; unanimous approval.

Circulation of materials, fines/fees: motion by Sinclair, second by Bobzin to accept policies as changed. Unanimous approval.

Damaged items policy: motion by Bobzin, second by Knoff to accept as changed. Unanimous approval.

Interlibrary loans:

Motion by Knoff, second by Sinclair to charge \$5 per item for those interlibrary loan items that are sent back to lending library when patrons did not pick them up within the week hold period. These charges will be recorded in the circulation system on patron cards. Unanimous approval.

New Business:

Copier/Printer Lease Agreement:

This Ricoh copier/printer will be on a four year lease through A & B Business, at \$198.83 per month with a .008 click charge per black and white and a .075 per color copy. Copies will cost public .10 per black and white and .25 per color. Motion by Allan, second by Knoff. Unanimous approval.

Banquet Board:

Jacobs requested permission to serve on the Banquet Board. Motion by Sinclair, second by Allan that Jacobs be allowed to participate in civic activities as she sees fit with the stipulation that the Board be notified if they take her out of the building during working hours. Unanimous approval.

2009 Holiday Calendar:

The 2009 holidays for library closing are the same as 2008. Discussion about the November 2009 board meeting was held with the consensus that it be deleted from the calendar as it will fall on Veteran's Day when the library is closed. If a call-in meeting is needed, one will be scheduled. Motion by Knoff with second by Cornemann. Unanimous approval.

Strategic Plan:

The Board looked at the work that has been done by the library task force.

Other Business:

Motion by Sinclair with second by Knoff to go into executive session to discuss personnel at 6:46 p.m.

Motion by Sinclair with second by Knopf to come out of executive session at 6:50 p.m.

Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Kathy Jacobs, Library Director