

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

Regular meeting, April 8, 2009, 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 and Allen Sinclair; David Knoff was absent with regrets; Terre Berkland was absent without regrets. Library Director Kathy Jacobs, Children's Librarian Lola Harens and Friends of the Library representative Karen Kubal were also present.

Additions to the Agenda:

Jacobs requested that a nine hour staff position and library closing dates of May 24 and August 22 be added.

Minutes:

The minutes from the March 2009 meeting were examined. Sinclair made a motion and Bobzin seconded the motion to make the following edited clarification under ILL Policies, "All ILLs are free to patrons. However, if a patron orders ILL material and fails to pick it up upon notification by the library, a \$5.00 per item fee will be assessed the patron. At the time of first notification when are items are received by the library, patrons will be apprised of the fee. This fee must be paid before other materials can be checked out or more ILLs placed." Unanimous approval.

Bobzin moved to accept the minutes as amended; Allan seconded the motion. Unanimous approval.

Financial Report:

March 2009 bills: discussion was held with questions about Bob's Candy and Harding Glass bills.

Financial report: reviewed with no discussion

Communications and Correspondence: none

Director's Report:

Jacobs updated several items:

1. We have scheduled a second blood drive in May and the Siouxland Blood Bank will be here both on May 15 and 29, from 10-2:30.
2. The second draft of the agency brochure is being reviewed now and should be ready by next week. Jacobs will then approach *The Press and Dakotan* about printing it.
3. Pam Redlightning was rehired for the eighteen hour position.

Children's Librarian Report:

Harens updated the Board on Children's Book Week, National Library Week activities, kindergarten screening, and the summer reading program.

Old Business:**Library Foundation:**

The Board made a list of possible foundation members. Jacobs will contact them.

Goals/Objectives:

These were included in the Board packet for informational purposes. A strategic plan will be written in the future.

New Business:**Building Security:**

A discussion was held on the security of the library building in regard to the recent church fire in our community. Jacobs explained the “sweep” process that the staff does at closing. Jacobs realized that the AV closet in the meeting room does not get checked and will address this at staff meeting. She will also reiterate the need for the staff to be aware of patrons and their actions/activities as well as their conversations.

Policies:

Motion by Allan, second by Bobzin to pass the following policies as printed: Mission, Philosophy, and General Service Objectives; YCL Web site; and Practice and Procedures. Unanimous approval.

Nine Hour Position:

Nichole Uhing has resigned her nine hour position, effective May 21, 2009. Jacobs was able to hire from the candidates who had applied for the eighteen hour position and hired Cathy Battin.

Library Closing Dates:

Jacobs asked that Sunday, May 24, be added to the close dates as it is the Sunday before Memorial Day. Motion by Allan, second by Cornemann to close on May 24. Unanimous approval.

A discussion was held about closing on the Saturday of Riverboat Days, August 22 this year. Motion by Sinclair with second by Bobzin to close on the Saturday of Riverboat Days. Unanimous approval.

Other Business:

none

Motion by Sinclair with second by Allan to adjourn meeting. Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Kathy Jacobs, Library Director