

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

Regular meeting, September 9, 2009, at 5:30 p.m.
Library Meeting Room

Board President Dores Allan called the meeting to order at 5:30 pm. Present were Board members Terre Berkland, Jane Bobzin, and Alicia Cornemann, Kate McGovern, Allen Sinclair and Judy VanDerhule ; Library Director Kathy Jacobs and Assistant Director Lola Harens.

There were no additions to the agenda.

Minutes:

The minutes of the July 8, 2009 meeting were examined. VanDerhule moved approval of minutes; McGovern seconded. Unanimous approval.

The minutes of the August 12, 2009 were presented. McGovern noted that she did telephone Jacobs to send her regrets, but Jacobs did not receive the message. Motion for approval with edit by Sinclair; second by Bobzin. Unanimous approval.

Financial Report:

The bills, financial report and trust fund ledger were reviewed.

Communications and Correspondence: none

Director's Report:

Jacobs updated the Board on several items:

- No new information on the book fair through Barnes & Noble
- Patron counters still are not working. Company tech support has spent several hours with City IT person to get them running. They worked only a short time and stopped, so discussions will continue.
- Carpet project will proceed on September 14. Jacobs explained the process.

Children's Librarian Report:

Harens reported that three full time volunteers and one substitute from RSVP will be reading to day cares as the library has picked up additional day cares with a total of 15 home day cares, four day care sites with five actual story times, and three Webster preschool classes.

Registration is strong for fall story times. Nine tutors are confirmed through MMC with one more as a possibility. The tutoring schedule is 65-75% full at this time. The Board asked about home schoolers. Harens responded that they do qualify for tutoring and that these families have a "teacher" card with extended check out time and no fines for curriculum related items.

Old Business:**Security system:**

Jacobs met with the sales rep from 3M/CheckPoint and got quotes on 3M security gates/systems. 3M is compatible with the current tattletape that the library uses and 3M costs less, so she recommended this company and, in particular, Model 3800, of their current models. The cost quoted was \$12,000 per pair of gates at a cost of \$24,000. The install and maintenance costs for the first fifteen months are included in the quote. The annual maintenance fee is \$2,500. Motion by Berkland with second by McGovern to institute the 3M security system, Model 3800, with a request by Jacobs to ask City to look at funds at the end of 2009 to see if this cost can be purchased with remaining 2009 funds or if this can be put back into the 2010 capital budget as it was removed during the budgeting process. Unanimous approval.

Computer use policies:

Revised computer use policy was discussed. "At the discretion of the staff" was revised to "based upon availability." Motion by Sinclair with second by VanDerhule to accept policy with wording revision. Unanimous approval.

Building tour:

A tour of the building with the square footage by area document will be conducted at a later date.

Other Business: none

Adjourn:

Motion by McGovern with second by VanDerhule to adjourn sine die at 6:46 p.m.

Respectfully submitted

Kathy Jacobs, Library Director