

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

Regular meeting, May 12, 2010, at 5:30 p.m.  
Library Meeting Room

Board President Dores Allan called the meeting to order at 5:32 p.m. Present were Board members Terre Berkland, Jane Bobzin, Allen Sinclair, and Judy VanDerhule; Library Director Kathy Jacobs and Friends of the Library representative Brandy Smith. Alicia Cornemann and Catherine McGovern were absent without regrets.

**Minutes:**

The minutes of the April meeting were examined. Bobzin moved approval of minutes; Sinclair seconded. Unanimous approval.

**Financial Report:**

The bills, financial report and trust fund ledger were reviewed. A discussion was held about the copier lease and maintenance contract and library revenues in general. Jacobs stated that all money taken in from copying/printing and withdrawn items goes back to the City general fund as the City general fund pays for the books and equipment.

**Communications and Correspondence:** none

**Director's Report:**

Jacobs updated the Board on several items:

- A brief discussion was held on the outcome and Jacobs' thoughts on the focus groups. When the information has been compiled, the Board and Building Task Force will hold a joint meeting to listen to District III's presentation. One of the recurring items that was heard at the focus groups was the fact that most patrons treat this as a come-and-go library, not one where patrons find comfortable seating areas to stay and read.

**Old Business:**

Jacobs informed the Board that the calendar photo contest had to be reopened as most of the photos received did not meet the required specs. A short discussion was held that Allan had received calls about why the library would sponsor this contest and perhaps a press release should go out stating that it is not. However, the consensus was that the correct information has already been put out to the press and the contest deadline will soon be passed, so a press release wasn't necessary.

**New Business:**

**Computer Policies:**

The policies had been sent in the Board packet. There was little discussion about the policy. Motion by Sinclair with second by Berkland to accept policies as revised. Unanimous approval.

**Patron Cards:**

A discussion was held on the idea of requiring everyone who uses the computers to have patron cards as that would be a more accurate reflection of how many people use the library. While this would not affect people living in Yankton, it would be a cost to those who live in the County and those who live outside the County. We do currently keep stats on the number of people who come in the library each day and how many uses both the hour and half hour computers get each day. It was decided to leave the policy as it currently stands so that no patron card is needed for someone to use the computers.

Jacobs talked about the computer management software in South Sioux City that required every person using a computer to sign in. This kept track of the patron and their time on the computers on a daily basis and shut down the computer when their allowed time was up. They had guest cards for people who came into the library as visitors. It is a feature that could and probably would be a part of a new library but is not really needed now.

A discussion also took place about the family cards that County and out of County patrons have. She will begin a project to go back into the records to find out the true number of people who are served through the family cards.

**Other Business:**

Allan and Bobzin reported that they had toured the newly renovated and expanded Sioux Falls downtown library and one branch library. They explained arrangement and décor.

**Children's Librarian:**

Rebecca, Becky, Pittenger, new children's librarian, was introduced to the Board. She has begun working part time in the evenings and will work a Saturday in May. She will begin full time on June 1.

**Adjourn:**

Meeting adjourned at 6:43 p.m.

Respectfully submitted

Kathy Jacobs, Library Director