

Beresford Public Library
Board Minutes
July 30, 2024 @ 5:30 pm in the library

Present: Renee James, Tosha Schurch, Ashley Halvorson, Art Schott (city council representative) and Jane Norling; Library Director/ Secretary

Absent: Laura Hoelsing.

Renee James called the meeting to order at 5:31 pm.

Correction to Agenda: A motion was made by Schott to adopt the agenda with the following changes, under director's report #7- present the balance of the Beresford Library Foundation accounts, #8 -Flickering lights in the library and under the treasurer's report we are also reviewing July bills. Second by Tosha Schurch. Motion carried.

Review of minutes: The minutes from April 30, 2024, were reviewed. A motion to approve the minutes was made by Ashley Halvorson. Second by Tosha Schurch. Motion carried.

Correspondence & Donations:

Donations:

May: \$100 in memory of Karen Conklin from Judy Travis and Jane Norling.

June: \$25.00 Donation jar and \$50.00 from Lincoln County for polling place.

July: \$20.00 in memory of Karen Conklin from Sharon Akland

Director's Report:

Library Happenings:

- **Summer Reading:** Annie will give a report and stats at our September meeting for summer reading. She had another commitment for this evening.
- **Upcoming events:** Bingo and craft days are scheduled for August. Kids Konnection will be participating in some of the events.
- **E-Rate:** All the necessary forms have been completed for receiving funding in 2024-2025.
- **Bathrooms:** The bathrooms turned out very nice and we have heard many compliments about them. Dave Twite does know that to meet the handicap requirements the pipes/water lines in the handicap bathroom need to be covered. I will remind him of this.
- **Garden:** Kelly from the parks department is laying new landscaping stone for the walls. The library did hire someone to weed and trim branches.

- **Carpet cleaning:** The carpet inside the library will be cleaned on Saturday, August 10th. We will be closed in the afternoon to get this done.
- **Beresford Library foundation:** The board received the latest copies of the fund activity. BPL fund # 00823 has a balance of \$29,121.43 with \$6,953.38 available to spend. BPL fund # 01344 has a balance of \$9,623.09 with 0.00 available to spend. The fund must reach a \$10,000 balance before money becomes available to spend.
- **Flickering lights:** The library has had issues with flickering lights for 3 or more years. The lights were flickering during our board meeting. Jane has exhausted our options with the city electric department and will call Muth Electric to help determine the cause of the flickering.

Treasurer's report:

The bills for May, June and July were reviewed by Ashley Halvorson. Board members were presented with a listing of the expenses. Ashley mentioned any bills that were out of the ordinary including the final bill from Twite Construction for the bathrooms. Financial budget reports from the city were given to each board member. We have expended 49% of our budget, mainly from paying for the bathroom remodel already. The library checking balance is \$21,861.46 and the savings/gift balance is \$40,423.57.

A motion was made by Schott to accept the treasure's report. A second was made by Tosha Schurch. Motion carried.

Old Business:

None

New Business:

Review library policies: Board members reviewed several policies. They were emailed the policies to review in advance of the meeting. The following policies were revised and reviewed. A copy of the updated library policies was sent to the city attorney, Tom Frieberg, for review. He replied that he approved of the policies and felt they fell in line with the current codified laws and the newly passed HB 1197.

1. Fees and Check-out Policy
2. Unattended Children Policy
3. Collection Development Policy
4. Challenged Materials Policy
5. Photo Release Policy
6. Internet Use Policy (now combined with Wireless Internet Policy)
7. Computer Use Policy

A motion to update the policies as suggested was made by Ashley Halvorson and seconded by Art Schott. Motion carried.

Board Training-Trustee Handbook: The SD State Library recently completely revised and mailed two copies of the SD Public Library Trustee Handbook to each library across South Dakota. They also had an available link to print the handbooks, so each board member received a printed copy of the handbook. Board members were asked to read the first 11 pages prior to the meeting. Renee James, Art Schott, Ashley Halvorson, Tosha Schurch and Jane Norling all read the requested pages and then we spent 20 minutes going over where to find the codified laws. Where to see the new bills on the SDlegislature.gov and looking at the ALA Ethics statement for public library trustees. We discussed the first two chapters and board members were encouraged to ask questions about anything they might want to know. We also went over the stats of what all the SD libraries do collectively each day. Each board member spent 35 total minutes on board training.

New board member: Stephanie Peterson resigned from the library board due to personal reasons. The board did discuss some possible candidates for filling her position. Jane will ask a few people if they would be interested and give a recommendation list to Mayor Seely.

Slate of officers: Renee James, President, Laura Hoelsing continue as Vice-President and Ashley Halvorson, Treasurer. A motion by Schott and second by Schurch to nominate the slate of officers listed above. Motion carried

Next meeting: Our next meeting is August 27th at 5:30.

Adjournment: The meeting was adjourned at 6:42 pm.

Respectfully, Jane Norling, Secretary & Library Director