



MINUTES OF BOARD OF TRUSTEES MEETING
Siouxland Libraries
Caille Branch
Wednesday, January 11, 2017

1. Roll Call and declaration of quorum. The meeting was called to order at 4:31 PM by Jean Beddow. Members present: Jean Beddow, Jed Huisman, John Beaman, Becky Thurman, and Library Director Jodi Fick. Members absent: Commissioner Dean Karsky and Craig DeJager
Staff present: Monique Christensen and Carin Schleicher
2. Adoption of the agenda. Motion by Huisman and second by Beaman to adopt the agenda. Motion carried.
3. Motion by Thurman and second by Huisman to approve the minutes of the November 9, 2016 meeting, the November 14, 2016 special meeting and the December 9, 2016 special meeting. Motion carried.
4. Review of financial and statistical reports.
Fick shared the financial report noting that the library had around 9% of the operational budget unspent. Most of this was due to retirements and staffing changes along with the Caille renovation project costing less than anticipated. Beddow asked about what happens with the funds. Fick shared that remaining operating budget funds return to the general fund. Capital monies will carry forward if the project is not complete. Fick shared that this year the courier truck was replaced; the old truck was traded in reducing the overall cost. These Capital funds were used to replace some audio/visual equipment damaged in a power surge at the Downtown Library. Fick will have a final 2016 budget report at the March meeting.

Fick shared the statistical reports. Circulation in 2016 was a new high: 2,138,000 for physical materials which is a 15% increase and 2,345,779 for all materials including downloadable items. The increase can be attributed to our new service; automatic renewals. This new service was put in place May 17, 2016 and has been a huge hit with customers. This change lets the system renew all materials that do not have holds on them. This helps customers by renewing them in a timely manner so they do not accrue late fees. We've had a lot of customers compliment us on this service and only two customers who have complained they do not like it. Automatic renewals has decreased our fine income but it has garnered good will and has reduced the cash handling our staff was doing. Board members asked if people still brought materials back. Fick shared that we eliminated fees on Children's materials and use of those collections went up and the materials were still returned. Customers are still billed for items that are not returned. Other areas where we saw a decrease in use are electronic databases and computer sign-ups. The databases don't seem to serve the same purpose they did in years past when customers searched for magazine articles and other sources for information. Now they access much of what they need usual readily available sources like Google. There has been a decrease in computer sign-ups which we can directly relate to Caille being closed. Thurman noted that teen programming is down. That is again directly related to Caille being closed. Caille is our strongest branch in teen programming. At this point Carin Schleicher, Caille Branch Librarian, shared a recent teen event at Caille. It was a holiday themed escape room. This program was suggested by two of Caille's TAB group teens. These teens also helped plan and staff the event. It was so well received we will plan future escape room events.
5. Library Director, Staff and Board Member Reports.
Fick shared that Sharon Hall has been hired as Rural East Branch Librarian beginning January 23. The Downtown Library has gone through a workspace move which brings all the staff into one work area when they

are not out on the public floor. This will help with greater collaboration. The vacated Children's workspace will be converted to a public space with interactive play pieces for young children. In February we host a Wee Read and Learn workshop (Family Place) and we plan to hold the workshop in this new space. With Jodi Fick's appointment as the Director, we are planning on a staffing reorganization at the Administration level. We will work with Human Resources to put a plan together. Branch Librarians and Librarians are planning our 3rd annual staff day in April. This year the topics will be focused more on philosophy of service rather than how to topics. The library has received full approval of a number of technology projects for eRate funding. eRate provides a reimbursement from the government for a portion of our costs. The projects include fiber to both Prairie West and Oak View and towers to bring better coverage to Baltic, Colton, Crooks, Hartford and Humboldt. We kicked off a new electronic program called LyndaLibrary. You hear this advertised for purchase and now the library has it for our customers to use for free through their library account. This replaces Gale Courses. Justin Stevenson was interviewed by KDLT this past weekend about this new database. Across Siouland continues to be well received by our customers and we are hearing that programs are seeing new attendees who heard about it in this brochure. The idea to start this was from Carin. You can now see a PDF copy on the website. The Native Voices exhibit is at the Downtown Library through mid-February. Kim Koblank promoted the exhibit and Jerry Fogg artist reception on KSFY. The reception is January 14 from 2-4 at the Downtown library.

Schleicher shared that Caille renovation has had a great response from customers. Everyone remarks on the color, and how open it is. They ask if we added more space. The staff area was enclosed, teen was moved and the three new study rooms have been heavily used. There are lots of fun interactives in the Kids area. The ribbon cutting will be January 23rd at 4:30.

6. Public Input. (There was no public input.)
7. Unfinished Business. (There was no unfinished business.)
8. New Business.

Jean Beddow asked Fick to talk to the board about the board's role. The library board has an advisory role and one task is to review and adopt library policies. Many of the policies have not been reviewed for a number of years. Fick would like to have the library board start with reviewing the Meeting Room Policy. Staff will gather information to present to the board at the next meeting. The board can then decide if any changes are needed. If so, the changes would be presented at the following meeting. We will do this for each policy.

9. Other.
John Beaman shared a program idea for I Spy. Carin shared the Caille Branch Library Elf they did during their open days the month of December. Customers found the Elf and put their name into a drawing. 200 entries were turned in and we had 30 prizes given away in 3 age groups; kids, teens, adults.
10. The next regular meeting will be March 8, 2017 at 4:30 PM at the Downtown Library.
11. Adjournment. The meeting was adjourned at 5:37 PM.



Name
Monique Christensen

3/8/17

Date Approved



Jodi Fick
Board Secretary