

Watertown Regional Library Board  
Minutes of the January 4, 2018  
Regular Meeting  
160 6<sup>th</sup> Street NE  
Watertown, SD

Board President Weigel called the meeting to order at 5:15p.m. Members present were: Dan Albertsen, Jackie Baxter, Anne Gabel, Judy Trzynka, and Dave Weigel. Absent: Deb Shephard. Also present: Library Director Dee Dee Whitman and Dan Crisler.

The minutes from the December 7, 2017 regular meeting were approved. Motion by Trzynka and second by Albertsen. Motion passed by rollcall.

The financial reports for December were accepted.

Trzynka made the motion and Baxter seconded that the expenditures for December be approved. Motion passed by rollcall.

Correspondence: None

Report of the Library Director

- a) I met with the State Librarian Daria Bossman, and Kathleen Slocum, the Continuing education Coordinator in Pierre on Dec. 11<sup>th</sup> regarding library accreditation and continuing education for our staff and library board.
- b) Met with the IT department about upcoming migration to Microsoft 365, which we will start a trial with Maria, Becky, and myself before rolling out to all staff.
- c) Looking to attend ALA in New Orleans this June. I'm planning to drive and take some personal days after the conference to visit family. The estimated cost would be \$305 for the conference, \$1,200 for the hotel, and \$700 for travel. I'm looking to apply for a grant to aid with travel expenses and will need a letter of support from our Library Board Chair, Dave Weigel. The application is due in March.
- d) We received a \$4,000 donation for children's reading programming and collections. The donor is a current resident of Watertown and was a first grade teacher for 40 years.
- e) Painting in the Community Room, Study Rooms A and B, and Small Meeting room have been completed. We're looking for options to help with tables scuffing the paint in the Community room.
- f) Additional library closures in 2018
  - (1) April 1, 2018 – Easter – not a City holiday, but we've closed in the past
  - (2) November 11, 2018 – City will close Monday, November 12.
  - (3) November 23, 2018 – Possible city closure
  - (4) December 24, 2018 – Possible city closure
- g) 2018 Board Meetings and Topics

Month	Day	Date	To Do Items
January	Thursday	4	

February	Thursday	1	Review meeting room policy
March	Thursday	1	Appoint Budget Committee
April	Thursday	5	Long range planning
May	Thursday	3	Approve CIP and Personnel Budgets. Appoint Nominating Committee
June	Thursday	7	
July	Thursday	12	Approve O & M Budgets; Director's Evaluation
August	Thursday	2	
September	Thursday	6	Policy review
October	Thursday	4	Policy review
November	Thursday	1	Policy review
December	Thursday	6	Approve volunteers

Committee Reports: None

Old Business:  
None

New Business:

1. Discussed 2018 Board meeting dates. The July 5<sup>th</sup> meeting was moved to July 12<sup>th</sup> due to the Independence Day holiday.
2. Discussed 2018 library closures, no action needed at the time.
3. Discussed Teen Leadership Volunteers can be approved monthly, but to check with HR do ensure liability concerns have been addressed.
4. The library has received a \$4,000 donation for Children's programming and collections. The donor may be publicly recognized according to her wishes which were unknown at the time of this meeting.
5. Baxter made a motion and Trzynka seconded to approve the Library Director's attendance to the 2018 ALA conference and leave reservations and registrations to her discretion within budgeted amounts. Motion passed by rollcall.

Open: Weigel asked about the potential of traveling exhibits. Whitman reported that staff are looking into potential exhibits including the possibility of local oral history project through Story Corp. Working with the Codrington County Heritage Museum was suggested.

Meeting adjourned at 6:05p.m.

Approved



David R. Weigel  
Board President



Deirdre "Dee Dee" J. Whitman  
Secretary

Written: January 26, 2018