

Watertown Regional Library Board
Minutes of the September 4th, 2018
Regular Meeting
160 6th Street NE
Watertown, SD

President Weigel called the meeting to order at 4:25p.m. Members present were: Jackie Baxter, Anne Gabel, Judy Tryznka and Dave Weigel. Absent: Dan Albertsen and Jean Moulton. Also present: Library Director Dee Dee Whitman.

The minutes from the August 7, 2018 regular meeting were approved. Motion by Tryznka and second by Baxter. Motion passed by rollcall.

The financial reports for August were accepted.

Tryznka made the motion and Gabel seconded that the expenditures for August be approved. Motion passed by rollcall.

Correspondence: None

Report of the Library Director

- a) Budget
 - i) \$50,000 restored to General Fund Capital Outlay, \$25,000 approved by Board to Fines Fund.
 - ii) Long term CIP Budget Hearing 8/30.
- b) Boiler replacement timeline:
 - a. 9/1/18 – first ad
 - b. 9/8/18 – second ad
 - c. 9/13 – open bids, select contractor
 - d. 9/13-17 – consulting engineer reviews/gives recommendations
 - e. 9/17 Council approval, contract signed by end of the week
 - f. 9/?? Contractor orders boilers, then does preliminary work while waiting for the four-week lead time of the boilers.
 - g. Everything installed by early November
- c) See attached spreadsheet for full Summer Reading Program data.
- d) KXLG Anti-Bullying Program will be at 6:30pm 9/17 in the Community Room
- e) Strategic Planning meetings will be 9/17 and 9/20 from 2-5pm
- f) City Attorney recommended using “public comment” to reflect the language in the law. “Open” can be used at the end of the meeting as before.
- g) SDLA conference in Sioux Falls 9/26-28. Judy, Jackie, and Jean will attend from the Library Board, and Dee Dee, Maria, Renea, and Jamie will attend from library staff. To receive credit for Judy’s hours, the library will need to pay for her conference registration instead of the State Library. Wednesday, Sept 26th preconference/other activities are free

- h) IT department installed new copier/printer/fax as well as migrated our data to a more secure server.
- i) I've been participated in the new Parks and Rec software training and set-up. The library will be using it for event registration and events, and I will know more after training 9/5 and 9/6.
- j) I have begun reviewing the criteria for the State's accreditation application due by December.

Committee Reports: None

Old Business: None

New Business:

1. Gabel moved and Baxter seconded to approve closure of the library on November 11th and 12th, 2018 in observance of Veteran's Day.
2. Gabel moved and Tryznka seconded to authorize Director Whitman to sign the low bid contract for boiler replacement after City Council action. Motion passed by rollcall.
3. Gabel moved and Baxter seconded to approve the volunteer applications of Susan Garness, Cyndi Ebert, and Jean Kemnitz with the condition that Director Whitman contact more references. Motion passed by rollcall.

Open:

Baxter shared the August 25/26 edition of the Public Opinion featuring Assistant Director Maria Gruener's *Distinguished Humanitarian Award*.

Weigel mentioned the idea of hosting a Chamber After 5 event or a holiday open house to promote the upcoming Christmas Tree Fundraiser.

The lactation room may need "in use" signage.

Challenged materials procedure was briefly mentioned and may be reviewed at the next meeting.

Meeting adjourned at 6:10p.m.

Approved



David R. Weigel
Board President



Deirdre "Dee Dee" J. Whitman
Secretary

Written: September 26, 2018