

Watertown Regional Library Board  
Minutes of the October 2<sup>nd</sup>, 2018  
Regular Meeting  
160 6<sup>th</sup> Street NE  
Watertown, SD

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

Public Comment: None

The minutes from the September 4, 2018 regular meeting were approved. Motion by Tryznka and second by Baxter. Motion passed by rollcall.

The financial reports for September were accepted.

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

Correspondence: None

Report of the Library Director

- a) Budget
  - i) Approved at 9/17 council meeting
- b) Boiler replacement timeline:
  - i) Redlinger Brothers awarded contract with at \$96,800 bid.
  - ii) Boilers have been ordered.
  - iii) Redlinger has signed the contract, it has been given to Mayor Caron to sign.
  - iv) Contract includes November 7<sup>th</sup> substantive completion date with \$500/day liquidated damages.
    - a. Weigel and Albertsen would like to be involved in weekly conference calls regarding the project.
- c) KXLG Anti-Bullying Program had small turnout, but lots of great resources and patron requests for resources.
- d) Strategic Planning meetings were held 9/17 and 9/20 from 2-5pm. Overview of the workshop results is a part of the meeting packet. Next steps:
  - i) Community Survey will be open until 9/30/18.
  - ii) A FOL focus group is upcoming at the general meeting Oct. 14<sup>th</sup> at 2:00pm.
  - iii) Part time staff meeting for their input and ideas.
  - iv) Staff meetings to carve out first draft of plan.
  - v) First draft to be reviewed at 11/6/18 Library Board Meeting.
- e) 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.

- f) Accreditation application will require:
  - i) Review of three policies, 2 on the current agenda, and the Materials Selection Policy that will be on the 11/6/18 Agenda.
  - ii) Addition of the City of Watertown's Personnel Policy to our website
  - iii) New links to SD State Code 14-2. The state has a new website and the links are currently broken.
  - iv) Links to City of Watertown Ordinance 7.05.
  - v) I also need documentation of any continuing education hours by board members in the past 3 years.
  - vi) Update of technology plan. I will be looking to meet with the head of IT, Spensor TenEyck.
  - vii) In the future, I'd like to see a number of policies compiled into one Circulation Policy, a Code of Conduct Policy, as well as revisions to the Meeting Room Policy.
  - viii) I will be including the Library Calendar in the Board Packet.
  - ix) Quarterly stats will be on the Board meeting agenda the following month after the quarter ends.

Committee Reports: None

Old Business: None

New Business:

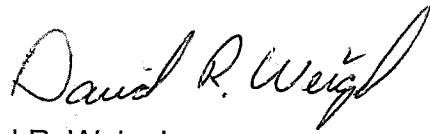
1. Baxter moved and Albertsen seconded to approve changes to the Fines Policy as presented. Motion passed by Rollcall. As changes were brought to the meeting, Whitman will amend the board packet online and the printed record.
2. Board members reviewed the Electronic Cigarettes and did not make any changes. Weigel suggested checking with City Hall to see if there is a similar policy city wide.

Open:

Tryznka shared some events around the community relating to the upcoming election. There will be a candidate forum at LATI on October 4<sup>th</sup>, 2018 at 6:00pm, and there will be a ballot initiatives discussion held at the library October 16<sup>th</sup>, 2018 at 7:00pm. This event is not sponsored by the library, but it is being held at the library in compliance with the Meeting Room Policy.

Meeting adjourned at 6:15p.m.

Approved



David R. Weigel  
Board President



Deirdre "Dee Dee" J. Whitman  
Secretary

Written: October 31, 2018