

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on January 6, 2016

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held January 6, 2016. Present were board members Sally Reinert, Jan Johansen, Ardel Bengtson, Helen Sorensen, Randy Meyer, and Library Director Dave Mixdorf. President Randy Meyer called the meeting to order at 5:30, and stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance.

Minutes: Minutes of the previous meeting were disseminated. **Moved by Jan Johansen and seconded by Ardel Bengtson to accept the minutes as disseminated. Motion carried.**

Correspondence and Communications: – Numerous Christmas cards were received as well as Christmas cookies.

Librarian Report:

- ☐ The Library monthly usage statistics report was reviewed. Numbers are have been dropping although the number of patrons using the library is unchanged. Patrons are not checking out as many books at a time.
- ☐ Use of the library computers has decreased as patrons are frequently bringing their own computers and tablets. This is consistent with usage in other libraries in the state. Consideration may be given to finding a means to track library Wi-Fi usage.
- ☐ There is no way to accurately assess newspaper and magazine usage in the library.
- ☐ Questions answered has increased.
- ☐ The meeting room is being used a great deal, and study rooms are now being scheduled for small groups.

Committee Reports – none

Unfinished Business – none

New Business –

- Dave does not know yet when Advocay Day will be, but will send that information to the board.
- Copies of the current library budget were distributed to the board for discussion.

Moved by Helen Sorensen and seconded by Ardel Bengtson to adjourn. Motion carried. Meeting adjourned at 6:30.

President

Secretary

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Minutes: Minutes of the previous meeting were disseminated. **Moved by Jan Johansen and seconded by Ardel Bengtson to accept the minutes as disseminated. Motion carried.**

Correspondence and Communications: – Numerous Christmas cards were received as well as Christmas cookies.

Librarian Report:

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- There is no way to accurately assess newspaper and magazine usage in the library.
- Questions answered has increased.
- The meeting room is being used a great deal, and study rooms are now being scheduled for small groups.

Committee Reports – none

Unfinished Business – none

New Business –

- Dave does not know yet when Advocacy Day will be, but will send that information to the board.
- Copies of the current library budget were distributed to the board for discussion.

Moved by Helen Sorensen and seconded by Ardel Bengtson to adjourn. Motion carried. Meeting adjourned at 6:30.

President



Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on March 2, 2016

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held March 2, 2016. Present were board members Sally Reinert, Jan Johansen, Ardel Bengtson, Randy Meyer, and Library Director Dave Mixdorf. President Randy Meyer called the meeting to order at 5:30.

Minutes: Minutes of the previous meeting were disseminated. Two grammatical errors were noted. **Moved by Jan Johansen and seconded by Ardel Bengtson to accept the minutes with noted corrections. Motion carried.**

Correspondence and Communications: – none

Librarian Report:

- ☐ The Library monthly usage statistics report was reviewed. Numbers are catching up. Children's numbers will be going up because the night time children's librarian position has been filled. Meeting rooms and FAX machine are being used a lot.
- ☐ The library is now hosting a monthly after hours program following Kids Cafe. There have been 60 to 70 participants.
- ☐ Dave has been looking for alternate sources of revenue in case there is a reduction in the library budget.
- ☐ March 8 is Library Advocacy Day. Dave will be attending. Randy is hoping to attend also. Dave would also like to plan a maker library visit including staff and possibly city council.

Committee Reports – none

Unfinished Business – none

New Business –

- ☐ Dave distributed samples of advocacy policies for the board to read preparatory to writing an advocacy policy for the library.
- ☐ Dave is exploring the possibility of the Riviera handling movies at the Wall.

Moved by Jan Johansen and seconded by Ardel Bengtson to adjourn. Motion carried. Meeting adjourned at 6:33.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on April 6, 2016

A meeting of the South Sioux City Library Advisory Board was held April 6, 2016. The meeting was called to order at 5:30. At 5:32 the meeting was continued to April 13 for lack of quorum. Randy Meyer reconvened the meeting at 6:00 on April 13 and stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Present were board members Sally Reinert, Jan Johansen, Ardel Bengtson, Helen Sorensen, Randy Meyer, Mary Macomber and Library Director Dave Mixdorf.

Minutes: Minutes of the previous meeting were disseminated. **Moved by Helen Sorensen and seconded and seconded by Jan Johansen to accept the minutes as disseminated.**
Motion carried.

Correspondence and Communications: – Some thank you notes were received.

Librarian Report:

- The Library monthly usage statistics report was reviewed. Numbers have been stable. There is now an evening children's librarian.
- Dave attended the Public Library Association conference in Denver. Apparently the South Sioux City library is doing more than libraries in communities two or three times the size of South Sioux City. The library is doing, on a smaller scale, the same things as libraries in large metropolitan areas, and actually more in technology class offerings.
- The library now has an Apple computer and will be offering video production and editing when the video cameras arrive.
- Dave attended Library Advocacy Day in Lincoln. Senator Bloomfield did attend.

Committee Reports – none

Unfinished Business – Discussion of an advocacy policy is postponed to the next meeting.

New Business – Dave introduced new library staff to the board.

**MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD**

Meeting on May 11, 2016

A meeting of the South Sioux City Library Advisory Board was held on May 11, 2016. The meeting was called to order at 5:45 by Randy Meyer and stated that a copy of the Open Meeting Act was posted on the north wall of the meeting room and is available for review for all in attendance. Present were board members Jan Johansen Ardel Bengtson, Helen Sorensen, Randy Meyer and Library Director Dave Mixdorf.

Minutes: Minutes of the previous meeting were disseminated. Three errors were found and corrected. Moved by Jan Johansen and seconded by Ardel Bengtson to accept the minutes with corrections. Motion carried.

Correspondence and Communications: None

Librarian Report:

- The Library monthly usage statistics report was reviewed. Without an evening children's librarian we have had to reduce our evening offerings, but with the recent hire of an evening children's librarian we will be able to offer our usual programs and the numbers should increase to our previous levels.

Standing Committee Reports: None

Special Committee Reports: None

Old Business:

- Discussed the candidate forum and what we can do to hold the commissioners to their stance prior to finalizing their budget. We discussed possibly having a Commissioners Meeting at the Library so they can see what all we have to offer. Randy was going to visit with Jane Spencer.
- Dave suggested that we may want to have a special committee to determine our Advocacy Policy. If there are a couple of people interested in doing this to contact Dave.
- Jan, Tammy, Odessa, Dan and Dave went to the Maker Library in Omaha and Jan shared what they observed. Jan shared that they offered different rooms for Children and Teens.

New Business:

- Dave shared that they are looking to apply for 2 grants in 2016. The Library Imagine Grant and we will be asking for a matching grant of \$5,000-\$10,000. This would include Maker type kits and the second grant is also a matching grant of \$5,000-\$10,000 which is called the Youth Grants for Excellence. The grant will be used for educational and experiential activities. We would like to purchase Educational Toys and a Lego Wall.
- Dave is now the Vice President for Koha (our circulation software).
- We are still short on our hours needed for Board Certification. If everyone would complete one hour and two of us do two hours we would have enough for our certification. Dave will resend the email with username and password so we can complete this soon.

Moved by Jan Johansen and seconded by Ardel Bengtson to adjourn. Motion carried. Meeting adjourned at 6:54.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on June 1, 2016

A meeting of the South Sioux City Library Advisory Board was held June 1, 2016. The meeting was called to order at 5:30 by board president, Randy Meyer, who stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Present were board members Sally Reinert, Jan Johansen, Ardel Bengtson, Helen Sorensen, Randy Meyer, Mary Macomber, Library Director Dave Mixdorf, and Children's Librarian Odessa Meyer.

Minutes: Minutes of the previous meeting were disseminated. One typographical error was noted. **Moved by Mary Macomber and seconded by Ardel Bengtson to accept the corrected minutes. Motion carried.**

Correspondence and Communications: – none.

Librarian Report:

- Two part-time staff members have been lost, and the library is currently seeking people to fill those positions.
- Meeting room use by non-profits continues to increase.
- Goodwill is considering reopening the cafe as a job training program.
- Consideration of sharing the position of a tech person with the city continues.
- Odessa presented the calendar for June. The summer reading theme is “Ready, Set, Read.”
- The library will be sponsoring the drive-in movie for Cardinal Festival Days, as well as helping with stage acts and the barbecue program.
- Dave will be attending the ALA conference in Orlando June 22.

Committee Reports – none

Unfinished Business

- Sally will scan and send a copy of sample advocacy policies to Dave to send to the board preparatory to discussing advocacy at the July meeting.
- Dave will have a training video ready for the board to watch after the July meeting. This will help to complete the remaining 9.7 hours of board training still needed.

New Business

- This year the National Library Association conference will be in Omaha, and the Association of Rural and Small Libraries conference will be in Fargo. Arrangements for those wishing to attend are under consideration.

Moved by Jan Johansen and seconded by Mary Macomber to adjourn. Motion carried. Meeting adjourned at 6:37.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on July 6, 2016

A meeting of the South Sioux City Library Advisory Board was held July 6, 2016. The meeting was called to order at 5:30 by board president, Randy Meyer, who stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Present were board members Sally Reinert, Jan Johansen, Ardel Bengtson, Helen Sorensen, Randy Meyer, Mary Macomber, and Library Director Dave Mixdorf.

Minutes: Minutes of the previous meeting were disseminated. **Moved by Jan Johansen and seconded by Ardel Bengtson to accept the minutes as disseminated. Motion carried.**

Correspondence and Communications: – none

Librarian Report:

- Stats - Numbers are approximately even with last year with some higher and some lower. Attendance for programs is up from last year.
- Dave attended the ALA Conference in Orlando, and brought back a number of ideas with potential for use in South Sioux City, including increasing early literacy skills through creating outdoor spaces, green screen filming, STEM programming, and becoming a passport center.
- Dave, on behalf of the library, helped with several of the Cardinal Festival events. Approximately 1300 attended the drive-in movie. Attendance for all events was down due to the excessive heat. The woodcarving auction fundraiser generated about \$400.
- The Nebraska Library Commission is applying for a grant for community maker spaces. The grant would purchase equipment to be placed throughout the state, and would help fund classes, workshops, and training. The South Sioux City Library has been chosen as one of the possible sites.
- Copies of the proposed budget were distributed for review. Notable changes were the change to include utilities in the library budget, and budgeting for a half time tech position.

Committee Reports – none

Unfinished Business

- Board certification application must be submitted by September 1. Dave shared information about a number of on-line training resources that could be viewed by board members for credit.

- NLA and ARSL conferences are coming up. The library will pay admittance for any board members wishing to attend.
- Library policies were reviewed as follows:
 - Advocacy Policy - A proposed Advocacy Policy was submitted by Jan Johansen. **Moved by Jan Johansen and seconded by Ardel Bengtson to table the Advocacy Policy until the next meeting. Motion carried.**
 - Circulation Policy - Changes were made to correct obsolete information. Reference to Overdrive was changed to two week check-out. **Moved by Jan Johansen and seconded by Sally Reinert to approve the Circulation Policy with changes. Motion carried.**
 - Collection Policy - **Moved by Sally Reinert and seconded by Helen Sorensen to approve with no changes. Motion carried.**
 - Copyright Policy - **Moved by Sally Reinert and seconded by Helen Sorensen to approve with no changes. Motion carried.**
 - Displays Policy - **Moved by Jan Johansen and seconded by Helen Sorensen to approve with no changes. Motion carried.**
 - Mission Statement - **Moved by Mary Macomber and seconded by Helen Sorensen to approve with no changes. Motion carried.**
- Helen has discussed with Jessica Major the possibility of having South Sioux City fourth and fifth graders collect information about states to be available for check-out from the library. The idea will be presented to the teachers.

New Business

- **Board elections were held. Randy Meyer will continue as president and Sally Reinert will continue as secretary.**

Adjournment

- **Moved by Helen Sorensen and seconded by Jan Johansen to adjourn. Motion carried. Meeting adjourned at 6:37.**

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on August 3, 2016

A meeting of the South Sioux City Library Advisory Board was held August 3, 2016. The meeting was called to order at 5:32 by board president Randy Meyer, who stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Present were board members Sally Reinert, Jan Johansen, Helen Sorensen, Randy Meyer, Mary Macomber, and Library Director Dave Mixdorf.

Minutes: Minutes of the previous meeting were disseminated. **Moved by Jan Johansen and seconded by Helen Sorensen to accept the minutes as disseminated. Motion carried.**

Correspondence and Communications: – Some thank-yous were received.

Librarian Report:

- Stats - Numbers, for the most part, remain consistent. Use of meeting rooms continues to increase. Movie attendance at Cardinal Festival days was down due to excessive heat. 400 attended the July children's reading programs. 49 attended the Pokemon-go meeting.
- Dave has prepared the proposed library budget to present to the city.

Committee Reports – none

Unfinished Business

- Board certification - A sufficient number of board member education hours have been completed for certification.
- Library policies were reviewed as follows:
 - Advocacy Policy - After discussion of the proposed Advocacy Policy submitted by Jan Johansen, it was **moved by Mary Macomber and seconded by Jan Johansen to approve the proposed Advocacy Policy. Upon further discussion it was moved by Mary Macomber and seconded by Jan Johansen to amend the motion to include striking out the reference to the Library Director as advocate. Upon further discussion of the proposed policy, Mary Macomber withdrew her motion. Jan Johansen withdrew his motion. Vote for adoption of the proposed policy was one for and four against. Motion failed.** Discussion of an Advocacy Policy will continue at the next meeting.
 - Personnel Policy - **Moved by Jan Johansen and seconded by Sally Reinert to approve the Personnel Policy with amendments. Motion carried.**

- Gifts and Donations Policy - **Moved by Helen Sorensen and seconded by Mary Macomber to approve the Gifts and Donations Policy with no changes. Motion carried.**
- Weeding Policy - **The following corrections were made: Capitalization of "a" for style consistency, substitution of the word "by" rather than "of" the Library Director, and changing the wording of the weeding policy to "at least three percent" of the collection. Moved by Helen Sorensen and seconded by Jan Johansen to approve the Weeding Policy as amended. Motion carried.**

New Business - none

Adjournment

- **Moved by Mary Macomber and seconded by Helen Sorensen to adjourn. Motion carried. Meeting adjourned at 6:26.**

President



Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on September 7, 2016

A meeting of the South Sioux City Library Advisory Board was held September 7, 2016. The meeting was called to order at 5:30 by board president Randy Meyer, who stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Present were board members Sally Reinert, Jan Johansen, Helen Sorensen, Randy Meyer, Mary Macomber, Ardel Bengtson, and Library Director Dave Mixdorf.

Minutes: Minutes of the previous meeting were disseminated. Minutes were corrected to reflect that a motion voted upon was the original rather than the amended motion. **Moved by Jan Johansen and seconded by Helen Sorensen to accept the minutes with the correction. Motion carried.**

Correspondence and Communications: – None

Librarian Report:

- Stats - Discounting the lower attendance for the drive-in movie, overall attendance has been up. The number of programs was down due to the lack of an evening children's librarian. Use of the meeting room has doubled.

Committee Reports – none

Unfinished Business

- Board certification - We are certified. STEM and STEAM will be important topics as the board pursues staff development hours for the next certification period.
- Budget - Dave met with City Manager Lance Hedquist to discuss the budget shortfall. The city will be making up the shortfall this year. A library card fee for non city residents was discussed. Upon discussion by the board it was **moved by Ardel Bengtson and seconded by Sally Reinert that a fee of \$75 per family be charged. Motion carried.**
- Library policies - Advocacy Policy - Two sample policies were reviewed. Both had good qualities. Randy will rewrite the policy incorporating the better features of both policies. The rewritten policy will be discussed at the next meeting. **Moved by Jan Johansen and seconded by Helen Sorensen to table a decision on the Advocacy Policy until the next meeting. Motion carried.**
- Helen has discussed the possibility of students writing letters to collect information about states with Jessica Major and she has given Helen's contact information to the principals.

New Business - none

Adjournment

- **Moved by Jan Johansen and seconded by Mary Macomber to adjourn. Motion carried. Meeting adjourned at 6:30.**

President

Secretary