

MINUTES OF THE SOUTH SIOUX CITY PUBLIC LIBRARY
BOARD OF TRUSTEES

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held in said City on January 13, 2010. Present were Board members Jan Johansen, Sue McDonald, Audrey Murphy, and Merrie Stinger. Absent: Twila Preston. Also in attendance was Library Director, Dave Mixdorf

The meeting was called to order at 5:30 p.m. by President Jan Johansen. Johansen noted that a current copy of the Open Meetings Act is posted north of the meeting table and is available for review by all citizens in attendance.

Minutes of the November 2009 meeting stand as approved. (December meeting was cancelled due to bad weather)

Correspondence and Communications: None

Library report: Mixdorf distributed reports. Totals for December were down, presumably due to extended bad weather.

Standing Committee Reports: N/A

Special Committee Reports: N/A

Old Business:

Board Certification: The Board has enough credits now for this accreditation period (end of August 2010).

Library Grant: Gates Foundation Online Hardware Grant Report - Mixdorf reported that they are expecting \$13,000 in May 2010. Staff is still shopping and comparing prices on computer equipment.

New Business:

Library Evaluation (public) (committee): Discussion around Advisory Board's developing an evaluation form to be distributed to community regarding the library. Mixdorf stated this would be necessary for the library to move up to the next level of certification. No action taken.

Program suggestions (committee): Mixdorf suggested that a committee might be formed that would enable the library to canvas people regarding services and programs. No action taken.

Funding sources for Gates Foundation Online Hardware Grant: Mixdorf informed the Board that \$5,000 has been requested from the South Sioux City Foundation, and that it will be necessary to raise an additional \$4,750. A sample of a letter that has been developed for mailing to the local business community was distributed to the Board for review.

Adjournment:

The meeting adjourned at 6:15.

President

Secreta

MINUTES OF THE SOUTH SIOUX CITY PUBLIC LIBRARY
ADVISORY BOARD

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held in said City on February 3, 2010. Present were Board members Jan Johansen, Sue McDonald, Audrey Murphy, Twila Preston, and Merrie Stinger. Also in attendance were Library Director, Dave Mixdorf and Odessa Meyer. President Jan Johansen called the meeting to order at 5:30 and noted that a current copy of the Open Meetings Act is posted east of the meeting table and is available for review by all citizens in attendance.

Minutes of the January 2010 meeting stood as approved. It was noted that the January meeting was postponed to one week later than normally scheduled, due to inclement weather.

Correspondence and communications. Mixdorf stated that he has received numerous positive comments on Dr. Louis Leviticus' recent program at the library in conjunction with the One Book, One Siouland program. Mixdorf was complimented on the library's programming, with recognition of the variety of speakers and performers.

Standing Committee Reports: N/A

Special Committee Reports: NA

Old Business:

Library Evaluation (public) (committee): Johansen led discussion of the drafts of an evaluation form that has been worked up. Further discussion will continue at the next meeting.

New Business:

South Sioux City Cardinal Festival August 5-8: Mixdorf informed the Board of some of the activities and scheduling that are being discussed for this first-time event in South Sioux City. He stated that the library will have activities on Thursday, August 5; possibilities are lawn chairs and jazz in the parking lot, with lemonade and popcorn; and/or projection of the movie *American Graffiti* on an outdoor screen that goes along with a nearby car show or parade.

Other discussion:

Mixdorf updated the Board on fund raising and grants he is working on. Mixdorf introduced Odessa Meyer, Children's Librarian, who told us about herself and told us about activities in the children's area of the library. Both Mixdorf and Meyer commented on how busy the library is becoming; attendance of children's programs that are being offered here at our library is increasing. Mixdorf was encouraged to get on the Chamber Coffee Hour schedule for April.

Adjournment:

The meeting adjourned at 6:10.

President

Secretary

Minutes of the South Sioux City Public Library Board

The Advisory Board of the South Sioux City Public Library met on March 3, 2010 at 5:45pm. Present were Audrey Murphy, Merrie Stinger, and Jan Johansen. Absent was Twila Preston and Sue McDonald. Also in attendance was Library Director, Dave Mixdorf.

The meeting was called to order at 5:45pm by Jan Johansen. Johansen stated that a current copy of the Open Meetings Act is posted on the north wall in the library meeting room and is available for review by all citizens in attendance.

Minutes of the February 3, 2010 meeting were distributed to Board members, and without correction, declared approved.

Correspondence and Communications: None
Library Report: Mixdorf distributed report for February
Standing Committee reports: None
Special Committee reports: None

The library evaluation form final draft was discussed. Stinger moved to accept the form, seconded by Murphy.

Discussion on Cardinal Festival was held off till next meeting till more members would be present. There was discussion about the library possibly purchasing a popcorn machine for the library.

Adjournment: Stinger moved for adjournment, Murphy seconded. The meeting adjourned at 6:15pm.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY PUBLIC LIBRARY ADVISORY BOARD

The regular monthly meeting of the South Sioux City Public Library Advisory Board was held on April 7, 2010. Present were Board members Jan Johansen, Sue McDonald, Audrey Murphy, Twila Preston, and Merrie Stinger. Also in attendance was Library Director, Dave Mixdorf. President Jan Johansen called the meeting to order at 5:30 p.m. It was noted that a current copy of the Open Meetings Act is posted on the north wall in the library meeting room, and is available for review by all citizens in attendance.

Minutes of the March 3, 2010 meeting were distributed to Board members. Mixdorf will make a requested correction regarding who moved to adjourn the meeting.

Correspondence: None

Librarian Report: Mixdorf distributed updated statistical reports regarding library usage and reported on his recent trip to the Public Library Association (PLA) conference in Oregon. One outcome from the conference is his feeling that we should increase services we offer for immigrants and seniors.

Committee reports: N/A

Old Business:

The Library Evaluation Form that was approved at the March meeting is being prepared to be included with the South Sioux City utility bill newsletter.

South Sioux City Cardinal Festival August 5-8: Several activities will center around the library on August 5, 2010 from 5:00 p.m. to approximately 11:00 p.m. The Chamberettes and Optimists plan to help by serving popcorn and lemonade. Mixdorf invited the Advisory Board to be present.

Chamber of Commerce Coffee Hour - April 16, 2010: Mixdorf and the library staff will be hosting coffee hour from 9:00 - 10:15. Coffee and donuts will be served. Mixdorf invited Advisory Board members to attend if possible.

New Business:

Library Strategic Plan: Mixdorf suggested that a Strategic Plan should be developed; Strategic Plans from two other libraries were distributed as examples. Work on this would not begin until after the Library Evaluation Forms are returned.

Other Discussion:

April 14 - The library will serve treats to patrons in observance of National Library Week.

April 16 - Mixdorf invited the Advisory Board to an appreciation cookout.

April 17 - Mixdorf told of plans for Earth Day activities at the library.

Twila Preston moved to adjourn the meeting; Murphy seconded. Motion carried. Meeting adjourned at 6:18.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY PUBLIC LIBRARY ADVISORY BOARD

The regular monthly meeting of the South Sioux City Public Library Advisory Board was held on May 5, 2010. Present were Board members Jan Johansen, Sue McDonald, Audrey Murphy, Twila Preston, and Merrie Stinger. Also in attendance was Library Director, Dave Mixdorf. President Jan Johansen called the meeting to order at 5:00 p.m. It was noted that a current copy of the Open Meetings Act is posted on the north wall in the library meeting room, and is available for review by all citizens in attendance.

Minutes of the April 7, 2010 meeting were distributed to Board members and approved as read.

Correspondence: None

Librarian Report: Mixdorf distributed updated statistical reports regarding library usage.

Committee reports: N/A

Old Business:

South Sioux City Cardinal Festival August 5-8: Mixdorf reported that Dan Nieman is looking into the possibility of getting someone who would perform an in-house concert. There is also some discussion about the South Sioux City high school jazz band playing.

Chamber of Commerce Coffee Hour - April 16, 2010: Good turnout and good feedback from participants regarding facility usage and library programs.

New Business:

Library Strategic Plan: Work on this will not begin until after the Library Evaluation Forms are returned.

Potential Programs for the Library: Mixdorf reported on a couple of new computer programs; one is a language program and another is a job seeking program. Mixdorf has also been looking into the possibility of offering some road trips to sites that relate to history or authors: i.e. DeSmet, SD or Ft. Atkinson. Murphy suggested he check with Royal Bus Lines from LeMars.

Other Discussion:

Mixdorf hopes to include the Library Evaluation Form that was approved at the March meeting in a late summer South Sioux City utility bill newsletter. Mixdorf presented Audrey Murphy with a geranium in appreciation of her serving on the Advisory Board; her term ended at this meeting.

Merrie Stinger moved to adjourn the meeting; Preston seconded. Motion carried. Meeting adjourned at 5:30.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY PUBLIC LIBRARY ADVISORY BOARD

The regular monthly meeting of the South Sioux City Public Library Advisory Board was held on June 2, 2010. Present were Board members Jan Johansen, Sue McDonald, Twila Preston, and Merrie Stinger. Also in attendance was Library Director, Dave Mixdorf. President Jan Johansen called the meeting to order at 5:30 p.m. It was noted that a current copy of the Open Meetings Act is posted on the north wall in the library meeting room, and is available for review by all citizens in attendance.

Minutes of the May 5, 2010 meeting were distributed to Board members and approved as read.

Correspondence: None

Librarian Report: Mixdorf distributed an activity report and an updated statistical report.

Committee reports: N/A

Old Business:

South Sioux City Cardinal Festival August 5-8: Mixdorf requested suggestions for musical entertainment for the Lawn Chairs and Lemonade event during the upcoming Cardinal Days.

Update on Gates Online Hardware Grant Computers: Mixdorf distributed a photo of the equipment he is interested in purchasing.

New Business:

Dakota County Fair Booth: Mixdorf reported that there is a fee of \$25 to set up a booth; he would like to put info on a table out there about programs, library card request forms, etc. There are no plans to fully staff the table during the fair.

Other Discussion:

Preston asked if the community supports the Summer Reading program; Mixdorf reported that the library has received donations to help cover supplies for the program this year.

Mixdorf asked Board members for suggestions of someone to fill the vacant Board position; no suggestions were presented.

Merrie Stinger moved to adjourn the meeting; Preston seconded. Motion carried. Meeting adjourned at 5:55 p.m.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY PUBLIC LIBRARY
BOARD OF TRUSTEES

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held on July 7, 2010. Present were Board members Jan Johansen, Sue McDonald, Twila Preston, and Merrie Stinger. Also in attendance was Library Director, Dave Mixdorf. President Jan Johansen called the meeting to order at 5:30 p.m. and noted that a current copy of the Open Meetings Act is posted north of the meeting table and is available for review by all citizens in attendance. Minutes of the June 2, 2010 meeting were distributed to Board members and were approved as read.

Correspondence and communications: Johansen reported that he had received notice that the grant request for a summer intern had been approved, but with a reduction to the hours requested. It was reported that the intern is currently working about 13 hours a week.

Librarian Report: Mixdorf's reports showed significantly increased activity numbers for June.

Committee Reports: N/A

Old Business:

South Sioux City Cardinal Festival August 5-8: Mixdorf reported that one band has agreed to perform in the library parking lot the evening of August 5, and he is seeking other musical groups to entertain the crowd until dusk, when the movie, American Graffiti, will be shown. Pepsi donated 10 cases of soda, which youth will be selling as a fund raiser for library youth programs. Mixdorf reported that the library is planning children's activities for the kids' zone near the Marina during the day Saturday, August 7 and the resulting need for many volunteers.

Update on Gates Online Hardware Grant Computers: Mixdorf reported that the equipment has all been ordered.

Dakota County Fair Booth: A table with posters and flyers promoting the South Sioux City Library will be set up at the Dakota County fair. Mixdorf would like to have volunteers at the table if possible.

New Business:

Contracts for building maintenance and lawn care 2010-2011: Mixdorf distributed requests for bids forms to the Board and explained that he would like to see the lawn care eventually convert to organic treatment of lawns and beds. The Board suggested that, due to significantly increased traffic/usage of the library, the building maintenance services bid be changed to have the patron restrooms and the cafe/kitchen cleaned nightly. It was also suggested that the frequency of exterior window cleaning might be reduced to twice a year to help offset the increased cost for cleaning bathrooms and the cafe/kitchen areas.

Stinger moved to adjourn the meeting; Preston seconded. Motion carried. Meeting adjourned at 6:08 p.m.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY PUBLIC LIBRARY
BOARD OF TRUSTEES

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held on August 4, 2010. Present were Board members Jan Johansen, Sue McDonald, Twila Preston, and Merrie Stinger. Also in attendance was Library Director, Dave Mixdorf. President Jan Johansen called the meeting to order at 5:30 p.m. and noted that a current copy of the Open Meetings Act is posted north of the meeting table and is available for review by all citizens in attendance. Minutes of the July 7, 2010 meeting were distributed to Board members and were approved as read.

Correspondence and communications: The Board expressed appreciation to Mixdorf for sharing a recent update on former Board member, Audrey Murphy. Mixdorf distributed a nomination form for the Special and Institutional Section Promotional Award; nominations are due August 30, 2010. Discussion followed.

Librarian Report: Mixdorf reported that more than double last year's number of kids signed up for the summer reading program. Parents appreciated the school supplies prizes this year. Mixdorf also reported that some participants in the program saved some of their book bucks to purchase a water balloon to throw at Mixdorf at the upcoming Cardinal Festival. Mixdorf stated that the library would like to offer more programs and services, but there just is not enough man power. He is planning future programs on banking/investing, immigration, health care, and nature. The library will offer assistance for school enrollment.

Committee Reports: N/A

Old Business:

South Sioux City Cardinal Festival August 5-8: A 35' x 18' screen will be installed outside for the American Graffiti movie that will be shown on Thursday night during the Lawn Chairs and Lemonade activities on the west side of the library. Mixdorf and volunteers painted the library's cardinal, which is near the west entrance. The library is sponsoring the Little Bird Fest on Saturday; volunteers are needed.

Update on Gates Online Hardware Grant Computers: All computers are here; they are waiting on the Microsoft Office program. Attempts will be made to sell the old computers.

Dakota County Fair Booth: The library set up a table with promotional material. Staff isn't aware of any resulting responses at this point.

Contracts for building maintenance and lawn care 2010-2011: Mixdorf made last month's suggested changes regarding cleaning; a second-option contract was also prepared requiring bathroom cleaning only on Monday, Wednesday, and Friday.

New Business: None

Other Discussion: Preston asked Mixdorf about Braille materials.

Preston moved to adjourn the meeting; Stinger seconded. Motion carried. Meeting adjourned at 5:55 p.m.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY PUBLIC LIBRARY
BOARD OF TRUSTEES

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held on September 1, 2010. Present were Board members Jan Johansen, Sue McDonald, Twila Preston, and Merrie Stinger. Also in attendance was Library Director, Dave Mixdorf. President Jan Johansen called the meeting to order at 5:35 p.m. and noted that a current copy of the Open Meetings Act is posted north of the meeting table and is available for review by all citizens in attendance. Minutes of the August 4, 2010 meeting were distributed to Board members and were approved as read.

Correspondence and communications: Update regarding Audrey Murphy's condition.

Librarian Report: Staff participated in numerous Continuing Education classes in August. Mixdorf reached out to several entities in Siouxland in an effort to collaborate on services for the communities; i.e., SSC School District, Mercy Hospital, Cardinal House, Mary J. Treglia Community House, St. Michael's School, Center for Siouxland.

Committee Reports: N/A

Old Business:

South Sioux City Cardinal Festival August 5-8: Mixdorf reported that attendance was good both Thursday and Saturday. He recommended fewer hours for the kid zone activities at the 2011 event. Mention was made of problems with mosquitoes during the showing of the movie.

Update on Gates Online Hardware Grant Computers: The library is still waiting for the Deep Freeze program. The computers are all here.

Library Evaluations: Dave edited the survey form and hopes to get it in a utility newsletter yet this fall.

New Business:

New Programming: Ideas and Contacts - Dave is interested in the library becoming a "small business incubator". With funding from grants, he would like to get speakers and data bases to help small business owners. Mixdorf is looking for help from the Advisory Board to connect with potential speakers for related programs.

New Board Member: Section 58 Library of the municipal codes was distributed. Discussion regarding residency of board members ensued. McDonald moved that new board member residency requirements be on the October agenda for further discussion; Stinger seconded the motion. Motion passed; Johansen will ask the City Attorney to clarify the code requirement.

Other Discussion: Advisory Board function.

Preston moved to adjourn the meeting; Stinger seconded. Motion carried. Meeting adjourned at 6:35 p.m.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY PUBLIC LIBRARY
BOARD OF TRUSTEES

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held on October 6, 2010. Present were Board members Jan Johansen, Sue McDonald, Twila Preston, and Merrie Stinger. Also in attendance was Library Director, Dave Mixdorf. President Jan Johansen called the meeting to order at 5:30 p.m. and noted that a current copy of the Open Meetings Act is posted north of the meeting table and is available for review by all citizens in attendance. Minutes of the September 1, 2010 meeting were distributed to Board members and were approved as read.

Correspondence and communications: President Johansen distributed copies of the Board's nomination of Dave Mixdorf for the Excalibur Award for Outstanding Public Librarian, along with the letter from the Public Library & Trustee Section of the Nebraska Library Association, in which they announced that Mixdorf was not selected. Johansen expressed the Board's appreciation for all that Mixdorf has accomplished during his first year as the South Sioux City Public Library Director.

Librarian Report: Mixdorf distributed statistical reports indicating that, for the most part, circulation desk activity has increased over last year at this time.

Committee Reports: N/A

Old Business:

Board Member Replacement: Mixdorf announced that the City Council has discussed having one person on the Advisory Board who could reside outside the city limits, but within the tax district. The Library Advisory Board must consist of five members.

Library Evaluation Survey: Mixdorf is checking printing costs with vendors.

New Business:

New Programming: Ideas and Contacts: Mixdorf announced that they have recruited a pie baker and a cake decorator to present upcoming programs.

Board Responsibilities: Mixdorf distributed copies of information regarding a Trustee Academy that will be available online. Mixdorf will notify Advisory Board members when this will be, and whether it will be possible to archive the sessions for future viewing.

Certification Classes: Mixdorf and the Advisory Board are certified as required.

Library Web Page: Mixdorf informed the Board that the web page is in the process of being re-designed, with each staff member being responsible for different areas.

Other Discussion: Discussion occurred about the need for a Strategic Plan for the library.

Preston moved to adjourn the meeting; Stinger seconded. Motion carried. Meeting adjourned at 6:25.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY PUBLIC LIBRARY
ADVISORY BOARD

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held on November 3, 2010. Present were Board members Jan Johansen, Sue McDonald, and Twila Preston. Absent: Merrie Stinger. Also in attendance was Library Director, Dave Mixdorf. President Johansen called the meeting to order at 5:30 p.m. and noted that a current copy of the Open Meetings Act is posted north of the meeting table and is available for review by all citizens in attendance. Minutes of the October 6, 2010 meeting were distributed to Board members. Preston moved to approve the minutes; McDonald seconded the motion. Motion carried.

Correspondence and communications Johansen expressed his appreciation to Mixdorf for sharing updates on Audrey Murphy, former Advisory Board member.

Librarian Report: Statistical reports that Mixdorf distributed continue to show increases in activities at the library. Forty three activities are scheduled in the library for November, including pie baking and cake decorating demonstrations, and a presentation on consumer fraud. Immigration services have been averaging ten people per session.

Committee Reports: N/A

Old Business:

Board Member Replacement: Mixdorf informed the Board that the City is going through the required readings to change the Municipal Code to read a “minimum of five appointed members”.

New Business:

Library Behavior Policy: - Mixdorf distributed a draft of the new policy. After some discussion, Mixdorf made note of a few suggestions the Board made regarding the draft.

Emergency and Safety Policy: Following distribution of a draft of the new policy, the Board shared some discussion and suggestions with Mixdorf.

December Meeting: Preston moved that the Advisory Board not meet in December 2010; McDonald seconded the motion. Motion carried.

Other Discussion:

Mixdorf distributed a report summarizing three cleaning bids that he has received. After some discussion about the services and rates, the Board recommended that Mixdorf go with Smith’s Professional Cleaning. There was also discussion about when the library survey could be ready; Johansen suggested that the form be ready to go into the monthly utility newsletter early in 2011.

Preston moved to adjourn the meeting; McDonald seconded. Motion carried. Meeting adjourned at 6:35 p.m.

President

Secretary