

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on January 3, 2018

A meeting of the South Sioux City Library Advisory Board was held January 3, 2018. The meeting was called to order at 5:30 by board president Helen Sorensen, 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, Ardel Bengtson, Vickie Hirschert, Mary Macomber, and Library Director Dave Mixdorf.

Minutes: Minutes of the previous meeting were disseminated. **Moved by Mary Macomber and Seconded by Jan Johansen to approve the minutes as disseminated. Motion carried.**

Correspondence and Communications: – Several Christmas cards and thank-yous were received, as well as an additional donation in memory of Dorothy Wilcox.

Librarian Report:

- Stats are going up. Circulation is still lower than in the past, but also going up. Use of Overdrive is going up.
- Dave will be speaking at the City-County-Schools joint meeting. The date has not been set.
- The library will be participating in Legislative Day in Lincoln on January 10, and will be presenting an honorary library card to the Nebraska Library Commission.
- January 13 is the City Council bus tour of the city. The tour will be visiting the library.

Committee Reports: – none

Unfinished Business:

- Maker Space - Maker Space consists of specialized equipment that will travel around the state in trucks. There are four traveling maker spaces. Each will stay in one location for five months. Maker Space is scheduled to arrive in South Sioux City March 26. March 13 and 14 the staff and one Extension person will go to Lincoln for Maker Space training. There will also be one training day in the library. Maker Space will open in April for patron use. Scheduling and handling of materials costs have yet to be determined.
- Book sales will take place in March, June, September and December. The old telephone building will be the permanent location for book sales. One staff member and one volunteer will be needed to run each book sale, which will last six hours.

New Business:

- Policies - Dave distributed copies of policies that are to be reviewed in 2018. Most of the policies will need little change. Dave will review the meeting room policies with staff for any suggestions. Addition of a dress code policy may be considered. Beginning with the policies that require little change, the board will review one policy every other month.
- Advocacy Day date has not been set.

Adjournment:

Moved by Jan Johansen and seconded by Mary Macomber to adjourn. Motion carried. The meeting was adjourned at 6:06.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on February 7, 2018

A meeting of the South Sioux City Library Advisory Board was held February 7, 2018. The meeting was called to order at 5:30 by board president Helen Sorensen, 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, Ardel Bengtson, Vickie Hirschert, and Library Director Dave Mixdorf.

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

Correspondence and Communications: – none

Librarian Report:

- Stats are remaining steady. Dave is working with new staff to remember to write down numbers for stats.

Committee Reports: – none

Unfinished Business:

- Maker Space - Four library staff and one Extension person will go to Lincoln for Maker Space training. Maker Space materials will arrive in South Sioux City March 28. There will be one training day in the library, with possibly some community members invited to participate. Use of the maker space will be free to the public except for the cost of materials.
- Book sales will take place in the old telephone building March 31, June 30, September 29, and December 15, from 10:00 a.m. to 4:00 or 5:00 p.m. One staff member and one volunteer will be needed to conduct each book sale.
- Advocacy day will be March 6, 10:00 a.m. in Lincoln.

New Business:

- Policies review - Dave has no recommended changes for the sales, staff development, and test proctoring policies. The meeting room policies have been referred to staff for suggestions. Upon discussion it was **moved by Ardel Bengtson and seconded by Sally Reinert to approve the Sales Policy, Staff Development Policy, and Test Proctoring Policy without changes. Motion carried.**
- July meeting - the regularly scheduled meeting date would be July 4. **Moved by Jan Johansen and seconded by Helen Sorensen to move July's meeting to the 11th. Motion Carried.**

Adjournment:

There being no further business, the meeting was adjourned at 6:04.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on March 7, 2018

A meeting of the South Sioux City Library Advisory Board was held March 7, 2018. The meeting was called to order at 5:30 by board president Helen Sorensen, 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 Mary Macomber, Sally Reinert, Jan Johansen, Helen Sorensen, Ardel Bengtson, Vickie Hirschert, and Library Director Dave Mixdorf.

Minutes: Minutes of the previous meeting were disseminated. **Moved by Jan Johansen and Seconded by Vickie Hirschert to approve the minutes as disseminated. Motion carried.**

Correspondence and Communications: – none

Librarian Report:

- Dave has reminded new staff to remember to write down numbers for stats. Computer usage continues to decline as patrons are more frequently bringing their own devices. This will be further enhanced with the new copier which will have WiFi capability. Adult programming numbers are down as there are no technology classes being offered currently. Children's program numbers remain consistent.
- Dave addressed the joint City/County meeting. He encouraged the county and city to work together to make it possible for county residents to again have library cards.

Committee Reports: – none

Unfinished Business:

- Maker Space - Four library staff are going to Lincoln for two days of training. They will then instruct the rest of the staff. The Library will host Maker Space for five months. Definite hours and use schedule have not yet been set.
- A book sale will take place March 31 in the old telephone building from 10:00 a.m. to 4:00 p.m. Those able to help should contact Dave.
- Advocacy day was March 6. Our state senator was not in attendance. Dave did have the opportunity to visit with other state senators about issues important to the library.

New Business:

- PLA Conference - Dave will be attending the Public Library Conference in Philadelphia March 20-24. He will share information from the conference at the April meeting.

- Planning Committee - Northeast Community College will be giving up its space in the library. It was suggested that a long range planning committee be formed to consider future use of the space as well as projected structural needs. Funding may be available for this in the future.

Adjournment:

Moved by Jan Johansen and seconded by Sally Reinert to adjourn. The meeting was adjourned at 6:07.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on April 4, 2018

A meeting of the South Sioux City Library Advisory Board was held April 4, 2018. The meeting was called to order at 5:30 by board president Helen Sorensen, 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 Mary Macomber, Sally Reinert, Jan Johansen, Helen Sorensen, Ardel Bengtson, Vickie Hirschert, and Library Director Dave Mixdorf.

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

Correspondence and Communications: – none

Librarian Report:

- Library Stats – Numbers are no longer declining. Attendance is still light in the morning.
- The Maker Space is now open and being used. Those who have not had a chance to see the Maker Space will be given a tour following the meeting.

Committee Reports: – none

Unfinished Business:

- Book Sales – The March book sale yielded \$55, and drew 12 - 13 people. The next sale is June 30. Consideration should be given to better ways to advertise the sales.
- Dave attended the Public Library Association conference. Many of the classes at the conference dealt with libraries assisting with immigration. The Philadelphia library demonstrated its teaching kitchen.
- South Sioux City will not be attending the American Library Association conference, but will again attend the PLA conference in two years, and the Nebraska Library Conference. Dan Nieman will attend the Nebraska Genealogical Society conference.

New Business:

- Potential Programs – Some potential programs that may be offered at the library are; an exercise class from the Y, twice yearly visit by the Mobile Mammary Van for mammograms, and immigration programs using trained volunteers.
- Planning Committee – A planning committee will meet following the regular Library Advisory Board meetings on even months to discuss future use of library space currently being used by Northeast Community College.

- Dave will be attending the Association for Rural and Small Libraries conference in mid September.
- The Nebraska Library Conference will be October 4 through 6. Dan and Odessa will be attending. Dan will be presenting about South Sioux City's Nebraska 150 events. The library will pick up conference costs for any board member wishing to attend.

Adjournment:

Moved by Jan Johansen and seconded by Ardel Bengtson to adjourn. The meeting was adjourned at 6:04.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on May 2, 2018

A meeting of the South Sioux City Library Advisory Board was held May 2, 2018. The meeting was called to order at 5:32 by board president Helen Sorensen, 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, Vickie Hirschert, and Library Director Dave Mixdorf.

Minutes: Minutes of the previous meeting were disseminated. **Moved by Jan Johansen and Seconded by Vicki Hirschert to approve the minutes as disseminated. Motion carried.**

Correspondence and Communications: – none

Librarian Report:

- Library Stats – Numbers are slowly increasing. Use of the library computers continues to decrease as more patrons bring their own devices. The new copier has wi-fi capability and a third of patron use has been directly from their own devices.
- Maker Space - Adult patronage is expected to go up because of maker space.

Committee Reports: – none

Unfinished Business:

- Maker Space – Some groups have come in to use the equipment. WIT and NCC have been contacted regarding the possibility of volunteers to help with the maker space.
- Book Sales – The next sale is June 30. Volunteers should contact Dave if available to help.
- Long range planning – 30 minute meetings will be held after the regular library board meetings in even months beginning in June for the purpose of long range planning for the library. Planning should involve interested community members and should reflect the needs of the future South Sioux City community.
- Board CE credits – The board needs to be certified again next year and needs another 17.5 credit hours. Dave will keep the board informed of available webinars.

New Business:

- Board Elections – Election of officers will be held at the July meeting.
- Board Terms – Helen Sorensen and Mary Macomber's terms are up in 2019.
- Little Libraries – Dave has been contacted regarding the little libraries around town. These are not a part of the library. The Optimists have indicated an interest in working with the little libraries. It is possible that the library could sell some of its weeded books for that purpose.

- Surveillance Camera Policy – The policy has been reviewed by an attorney to be sure that it is not a violation of patron rights. Signs regarding surveillance cameras are posted in the library. **Moved by Jan Johansen and seconded by Helen Sorensen to approve the Surveillance Camera Policy with print color and date changes. Motion carried.**
- Meeting Room Policies – Changes were made in both the non-profit and profit/private meeting room policies to limit the number of times a group can reserve the meeting room in advance. Changes to the policies will be reviewed at the next meeting.

Adjournment:

Having completed the meeting business, the meeting was adjourned by president Helen Sorensen at 6:20.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on June 6, 2018

A meeting of the South Sioux City Library Advisory Board was held June 6, 2018. The meeting was called to order at 5:30 by board president Helen Sorensen, 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 Mary Macomber, Sally Reinert, Jan Johansen, Helen Sorensen, Vickie Hirschert, and Library Director Dave Mixdorf.

Minutes: Minutes of the previous meeting were disseminated. **Moved by Jan Johansen and Seconded by Helen Sorensen to approve the minutes with correction of typing error. Motion carried.**

Correspondence and Communications: – none

Librarian Report:

- Library Stats – Numbers are steady to increasing. Use of the library in the afternoons, and especially use by families has increased during the summer.
- Subscription to Freegal Music has been discontinued due to lack of use.

Committee Reports: – none

Unfinished Business:

- Maker Space – Usage of Maker Space doubled in the last month, but still has not generated a great deal of interest. The Maker Space will leave in August.
- Book Sales – The next sale is June 30 from 10 a.m. to 4 p.m.
- Long range planning – The college has now moved from the library, and several community organizations have expressed interest in using the space. The first future planning committee meeting will be held following the regular Advisory Board meeting.
- Board CE credits – Dave will email out information about CEU opportunities for board members. If each board member would complete three hours during the year it would meet the requirement for board hours.
- The meeting room use policies were brought back to the board for reading before final approval. **Moved by Jan Johansen and seconded by Helen Sorensen to approve the Meeting Room Policies with appropriate date changes. Motion carried.**

New Business:

- Board Elections – Election of officers will be held at the July meeting.
- Dave will be looking through the regular meeting times for 2019 in order that the board can review them for any necessary date changes.

- The NLA conference will be October 4 through 6 in Lincoln. Early bird registration will end July 1. For those wishing to attend, the Library will pay conference registration.

Adjournment:

**Moved by Jan Johansen and seconded by Vicki Herchert to adjourn the meeting.
Meeting was adjourned at 5:50.**

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on August 1, 2018

A meeting of the South Sioux City Library Advisory Board was held August 1, 2018. The meeting was called to order at 5:30 by board president Helen Sorensen, 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 Ardel Bengtson, Sally Reinert, Jan Johansen, Helen Sorensen, Vickie Hirschert, and Library Director Dave Mixdorf.

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

Correspondence and Communications: – none

Librarian Report:

- Library Stats – Numbers show increases in some, but not all areas. Staff may still need direction on remembering to log questions answered. Non-resident library cards remain low. The library is now doing more with children's outreach programs with the schools. Daycare programs are also coming to the library and also to the Extension programs.
- Monthly board games continue to be popular, with about 50 in attendance.

Committee Reports: – none

Unfinished Business:

- Maker Space – Usage of Maker Space has been increasing. Maker Space will be leaving in about two weeks. There is some interest in purchasing at least some of the equipment for the library.
- Long range planning – The meeting to discuss long range planning will take place after the regular meeting. The school district has expressed interest in using library space to replace the welcome center. They might also use the cafe for programs. The computer area could be used for history research, with the existing area being used only for storage.
- Board CE credits – Board members need to be working on continuing education credits. Dave will email out information about CEU opportunities for August.

New Business:

- **Board Elections – Election of officers was held. The results were as follows:**
 - **President – Helen Sorensen**
 - **Secretary – Mary Macomber**

- ALA conference – Odessa will be attending. Board members who attend can earn 6 - 7 continuing education credits.
- Library Foundation – The Library Foundation may be dissolving. The board should consider what purchases should be made for the library.

Adjournment:

**Moved by Jan Johansen and seconded by Ardel Bengtson to adjourn the meeting.
Meeting was adjourned at 5:59.**

President

Secretary

Minutes of the South Sioux City Public Library Advisory Board

Meeting on September 5, 2018

A meeting of the South Sioux City Library Advisory Board was held on September 5, 2018. The meeting was called to order at 5:30 by acting President Ardel Bengtson 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 Ardel Bengtson, Sally Reinert, Jan Johansen, Mary Macomber, Vickie Hirschert and Library Director Dave Mixdorf.

Minutes: Minutes of the August 1st meeting were disseminated. Moved by Jan Johansen and seconded by Vickie Hirschert to approve minutes as disseminated. Motion carried.

Correspondence and Communications: none

Librarian Report:

Library Stats- Numbers are holding ground in most areas. Attendance at outdoor movie for Cardinal Festival was down. A suggestion was made that festivals alternate between Dakota City, Hubbard and South Sioux City.

Committee reports: none

Old Business:

Long range planning- Vickie Hirschert will be chairperson for Long Range Planning Committee.

Board CE credits- Helen Sorenson reported that she has done some hours of CE credits.

New Business:

Lease for library office areas- The SSC School District is seriously interested in moving the welcome center into the spaces vacated by NE Community College. Some remodeling would need to be done.

Adjournment:

Moved by Jan Johansen and seconded by Sally Reinert to adjourn the meeting.

Meeting adjourned at 6:03 pm.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on November 7, 2018

A meeting of the South Sioux City Library Advisory Board was held November 7, 2018. The meeting was called to order at 5:30 by board president Helen Sorensen, 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, Ardel Bengtson, and Library Director Dave Mixdorf.

Minutes: Minutes of the September 5, 2018 meeting were read. **Moved by Jan Johansen and Seconded by Sally Reinart to approve the minutes with correction of the word “previous” meeting to “August” meeting. Motion carried.**

Correspondence and Communications: – none

Librarian Report:

- o Library Stats – Numbers are steady to increasing.

Standing Committee reports: none

Special Committee reports: none

Old Business

- o Long range planning – Names were proposed to serve on this committee. It was decided to have the first meeting on January 9, 2019 at 6:00. This would follow our regular meeting.
- o Board CE credits – Our current count for CEUs is 5.5. We will need 14.5 CEUs by August 30, 2019. Dave will continue to send out opportunities to do this.

New Business:

- It was decided to move our January meeting from January 2 to January 9.
- The lease for the school system using the library is still under discussion.
- Library Foundation Board: Jan Johansen will serve on this board.
-

Adjournment:

Moved by Jan Johansen and seconded by Ardel Bengtson to adjourn the meeting. Meeting was adjourned at 5:54.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on: December 5, 2018

A meeting of the South Sioux City Library Advisory Board was held 12-05-2018.

The meeting was called to order at 5:30pm by President Helen Sorensen, 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 Ardel Bengtson, Jan Johansen, Sally Reinert, Mary Macomber, Helen Sorensen, Vicki Hirschert and Library Director David Mixdorf.

Minutes of the previous meeting were disseminated for approval. Moved: Jan Johansen Seconded: Sally Reinert Approved: Yes

Corrections of minutes: none

Correspondence and Communications: none

Librarians report: Stats are remaining the same

Committee reports: none

Old Business: Long Range Plan for the library (5-10 years) First meeting to be held on January 9,2019 following library board meeting at 6 pm

Board CE credits: The board will need 13.9 credits in the next 9 months.

New Business: Staff job descriptions update: We will vote on updates after changes are made.

Adjournment: Moved: Seconded:

Adjourned Time: 6:00pm

President

Secretary