

LIBRARY BOARD OF TRUSTEES
Regular Meeting
April 10, 2019

The regular meeting of the Board of Trustees of the Sioux City Public Library was held on Wednesday, April 10, 2019 in the Conference Room of The Aalfs Downtown Library.

MEMBERS PRESENT: David Halaas, Charles McKenny, Richard Moon, Hope Schaefer, Todd Stanley, Jane Vereen

MEMBERS ABSENT: None

STAFF PRESENT: Helen Rigdon, Angela Beeck

1. President Todd Stanley called the meeting to order at 3:32 p.m.
2. Roll call was taken.
3. The agenda was approved.
4. Approve the Minutes – March 13, 2019 [Action Item]

McKenny moved approval of the minutes from March 13, 2019. Halaas seconded. Motion approved unanimously.

5. Director's Report

Rigdon has been asked to serve on the Iowa Library Foundation Board they provide scholarships to students who would like to get their Masters in Library Science. She will only need to attend one meeting annually off site and the other meetings she can attend the meetings via teleconference. The Morningside Commercial Club will be having their annual Morningside Days Carnival in the Peters Park parking lot in front of the Morningside Branch Library. The contractor performing the Morningside Branch Library renovation will have the construction area fence moved closer to the curb in the parking lot and the Commercial Club will provide additional security during the Morningside Days celebration. There will be no room in the parking lot for our book drop while the carnival is going on so it will not be accessible at the Morningside Branch Library during the carnival. Rigdon shared that Susan Conner, past Library Board Trustee, had passed away and she had sent a condolence card on behalf of the Library staff and the Library Board. Rigdon shared that the Summer Reading calendar with the Spanish-speaking insert, which was included in the Board packet, will be distributed to every student in Sioux City public and private elementary schools. The Rockenbok robot table donated by a local dentist is well received and is a great addition to our youth area. The Library celebrated Dr. Seuss at 1st Saturday Family Storytime on March 2, almost 200 people attended. Jenn Delperdang, Morningside Branch Supervisor and Kelsey Patterson, Reader Services Specialist, worked with KWT and have started a Podcast to promote library collections. Youth Services staff have been collaborating with the Sioux City Explorers baseball team for summer reading events. The skylight at the Aalfs Downtown Library will be repaired beginning on April 15 through the 22. Perry Creek Branch Library will be getting handicap door access. Rigdon shared that she was interviewed for a segment on homelessness in Sioux City that aired on KWT this week. McKenny stated he had heard it and thought Rigdon did a good job. The quarterly statistics, which includes circulation, was included with the Director's report. Rigdon stated

that overall circulation is down 5% from the previous year at this same time. Rigdon stated some of that could be attributed to the Morningside Branch Library being closed to renovation. Stanley asked if he fills out a recommend a title on the OverDrive site who is notified of that request and when will the request be filled. Rigdon stated it depends on the genre and not all titles are offered on OverDrive so we cannot fulfill all requests.

6. Financial Reports

A. Expenditures: Approve Claims [Action Item]

Moon moved approval of claims as submitted. Halaas seconded. Motion approved unanimously.

B. 2018-2019 Monthly Budget Summary

Trustees reviewed the report

C. Restricted Funds Quarterly Summary

Trustees reviewed the report. Rigdon explained that funds from the Friends of the Sioux City Public Library and the Sioux City Public Library Foundation, which have been given for the Morningside Branch Library renovation still show in these accounts. Those funds, which are part of what the Library needs to provide to the project in the current fiscal year, were transferred to the project last week and the account balances will reflect this in the next quarterly statement.

D. Integrated Library System Annual License [Action Item]

Rigdon recommends the Board approve payment of \$43,181.57 to SirsiDynix for the annual licensing and support of the Integrated Library System from May 1, 2019 to April 30, 2020. Rigdon shared that staff is investigating other ILS vendors that would provide ease of use which we do not have currently. Stanley asked if we renew at this time does that mean we cannot change for another year. Rigdon stated it does but it will take most of this year to investigate other services and begin a migration to a different service if we do so.

Halaas moved approval for payment of \$43,181.57 to SirsiDynix for annual licensing and support of the Integrated Library System. McKenny seconded. Motion approved unanimously.

7. Unfinished Business

A. Morningside Branch Library Update

Rigdon shared that she and Beeck attended the Architect/Contractor meeting the day before at the Morningside Branch Library. The carpet installation and LED lighting is almost completed. The library shelving will arrive next week and we hope to start moving books from the Garretson Hall to the new shelving on April 22. When replacing the sidewalk in the front of the building the contractors found that the bricks below the ground are deteriorating and cement block needs to be added before new brick can be applied. Halaas asked Rigdon if she had investigated the cost of a new sign for the Morningside Branch Library. Rigdon stated she had not since there are no funds for replacing the existing at this time. Halaas asked her to investigate costs with local sign companies and to see if they would offer a reduced cost to the Library, Rigdon stated she would do so before the May meeting. The storage POD will be delivered on May 20 so the items in storage can be put back in service. The new library furniture will begin delivery and installation on May 8.

8. New Business

A. Strategic Plan Action Plan Update

Rigdon shared the action steps from the current Strategic Plan that staff had compiled to be completed by the end of 2018. Rigdon and staff had addressed action steps for each strategic emphasis from the current Strategic Plan. Staff did not identify new action steps this year due to a new strategic plan, which will be formulated by Rigdon, Library Staff and the Library Board of Trustees. Rigdon reviewed the actions steps, most are completed, and some are ongoing and will continue through our new Strategic Plan.

Halaas left the meeting at 4:10 p.m.

B. Strategic Plan Survey [Action Item]

Rigdon included in the board packet a general survey she would like to submit to patrons and citizens for the process of creating a new Strategic Plan. Vereen asked how the survey would be distributed. Rigdon stated in both paper form and electronic version and hopefully in multiple ways. Rigdon would like the link for the electronic version on the welcome screen of all public access computers, also the link to take the survey on the Sioux City Public Library website, provide the electronic link on social media. In addition, paper forms would be available at the Service Desks at all locations. Rigdon stated that other ideas to be investigated would possibly add the electronic link to take the survey on the City of Sioux City website and add the paper form to be distributed at Customer Service in City Hall. Stanley asked how long we would conduct the survey, Rigdon said no more than a month. Rigdon said whom we want to reach is the citizen who does not go to the Library; Vereen agreed and asked how to do that. Rigdon believes that a social media plan and promotion will be the easiest if we can find a way to reach those citizens. Rigdon would like to begin the survey in June in conjunction with the re-opening of the Morningside Branch Library and Summer Reading. Stanley suggested a small ad in the Sioux City Journal, which provided the electronic link.

Schaefer moved the use of the strategic plan survey in both paper and electronic versions. Vereen seconded. Motion approved unanimously.

C. Enrich Iowa Agreement for Fiscal Year 2019-2020 [Action Item]

Rigdon asks that the Library Board approve Sioux City Public Library's participation in State Library programs, again this year and Rigdon will sign and submit the Enrich Iowa Agreement – Public Library form by the April 30, 2019 deadline.

Moon moved that the Sioux City Public Library should participate in Enrich Iowa Agreement. Schaefer seconded. Motion approved unanimously.

D. IUPLA Update

Rigdon shared topics that were discussed at the Iowa Urban Public Library Directors meeting on March 29 in Des Moines. Discussion continued on what other libraries were doing. Rigdon shared that she had asked the other urban library directors if they had any suggestions on whom to speak with concerning the 15th Century Catholic Breviary in the Library and who can access a value to it. The IUPLA group suggested contacting the University of Iowa or Iowa State University. They also suggested the Sioux City Catholic Diocese to see if there was someone local who could look at it. Rigdon shared

the Breviary with the trustees. They also suggested contacting Briar Cliff University. Rigdon will investigate these options.

9. Trustee Concerns

Vereen said that since she has become a trustee she been contacted twice asking why do patrons have to pay for parking at the Aalfs Downtown Library. Rigdon said the parking lot is property of the City of Sioux City and they may contact City Council for those concerns.

10. Next Meetings:

A. Wednesday, May 15, 2019 3:30 p.m.

B. Wednesday, June 19, 2019 3:30 p.m.

C. Wednesday, July 17, 2019 3:30 p.m.

11. Stanley adjourned the meeting at 4:43 p.m.

Bill McKenny, Secretary

Angela Beeck, Assistant Secretary