

**Dell Rapids Carnegie Public Library  
Board of Trustees Regular Meeting  
Held at City Council Chambers  
July 16, 2020**

**Roll Call:** 6:31 PM

Members Present: James Borchert, Bob Mier, Brant DeKruif, Amie Delgado, Will Boever and Michelle Heiberger (phone)

Members Absent: N/A

Visitors Present: Moses Delgado

**Amendments to the Agenda:** Boever made a motion to approve the July 16, 2020 agenda. Heiberger seconded the motion. Roll call vote: Borchert – yes, Mier – yes, Boever – yes, DeKruif – yes, Delgado – yes, Heiberger – yes. Motion approved 6-0.

**Reading, Amendment, and Approval of Minutes:** Delgado made a motion to approve the minutes from the June 11, 2020 meeting. Boever seconded the motion. Roll call vote: Borchert – yes, Mier – yes, Boever – yes, DeKruif – yes, Delgado – yes, Heiberger – yes. Motion approved 6-0.

**Finance Report:** Library Director Moeller informed the board that she will be meeting with Finance Officer Baartman to discuss the budget for the 2021 fiscal year. The biggest change in the budget for the upcoming year is an increase for a new server for the library.

Library Director Moeller also stated that she has been working with City Administrator Weiland and Finance Officer Baartman on the COVID Grant the city received. Together, they are looking at ways to make the reopening of the library safer and easier. Some of the new items they have purchased with the COVID Grant are: hand sanitizer stands, masks, new book carts, totes, a GoPro and equipment and a book oven.

**Visitors to be heard:** N/A

**Report of Library Director:** Library Director Moeller updated the board on the happenings of the library. The library is still in Phase 1 of the re-opening plan, which means the library is currently closed to the public and curbside pick-up of library materials is continuing. The library plans to move to Phase 2 on Monday August 3<sup>rd</sup>.

The 2020 Summer Reading Program is nearing its end with the last program on Friday July 31<sup>st</sup>. So far, the program has seemed to be successful, but the library will not have final numbers until mid-August. Since all of the summer reading programs and activities were finalized in June, library staff has been working on filming and editing the Harry Potter readings and preparing for fall programs and activities, all of which will take place online.

**Report of the City Council Liaison:** Mier stated Library Director Moeller attended the city council meeting to update the council on the happenings at the library, how curbside pick-up and the summer reading program was going and what the possible plans are for re-opening the library.

**Committee Reports:** The committee decided to postpone the marketing and technology plan until after the summer reading program.

**Old Business:**

A. Phased Re-Opening Plan Evaluation

The library board decided to move the library to Phase 2 of the Phased Re-Opening Plan. Please see below:

Dell Rapids Carnegie Public Library  
Phased Re-Opening Plan  
Phase 2

Following the recommended CDC guidelines, direction from the South Dakota State Library and input from city administration, the Dell Rapids Carnegie Library Board of Trustees and surrounding community libraries, the Dell Rapids Carnegie Public Library will re-open at **Phase 2** on Monday August 3, 2020.

This plan is provisional and will be re-evaluated at each monthly library board meeting or by the recommendation of the Director.

**Phase 2:**

Temporary Hours:

Monday: 9:00 AM – 6:00 PM

Tuesday: 9:00 AM – 3:00 PM

Wednesday: 9:00 AM – 3:00 PM

Thursday: 9:00 AM – 3:00 PM

Friday: 9:00 AM – 3:00 PM

1<sup>st</sup> Saturday of each month: 9:00 AM – Noon

**\*\*BEGINNING SATURDAY SEPTEMBER 5<sup>th</sup>, 2020\*\***

### Guidelines:

- Continuation of curbside service
- Limited library hours
- Limit of patrons within library building is up to staff discretion
- Time limit of 30 minutes per patron
- Facemasks are strongly encouraged
- Hand sanitizer is strongly encouraged upon entry
- 4 adult computers are available for non-recreational use only
  - 30 minute limit, once per day
- Newspapers and magazines available upon request
- Inside book returns are closed; all returned materials must be placed in the outside book return
- All materials will be quarantined and sanitized
- No programming will be held within the library until further notice
- No toys, stuffed animals, puzzles, games or extra seating

### **New Business:**

#### Executive Session, SDCL 9-34-19:

Boever made a motion to enter executive session. DeKruif seconded the motion. Roll call vote: Borchert – yes, Mier – yes, Boever – yes, DeKruif – yes, Delgado – yes, Heiberger – yes. Motion approved 6-0.

Boever made a motion to exit executive session. DeKruif seconded the motion. Roll call vote: Borchert – yes, Mier – yes, Boever – yes, DeKruif – yes, Delgado – yes, Heiberger – yes. Motion approved 6-0.

Boever made a motion to approve a 3% wage increase to Library Assistant Lisa Wolff based on a positive performance evaluation. DeKruif seconded the motion. Roll call vote: Borchert – yes, Mier – yes, Boever – yes, DeKruif – yes, Delgado – yes, Heiberger – yes. Motion approved 6-0.

**Adjournment:** Boever made a motion to adjourn. DeKruif seconded the motion. Roll call vote: Borchert – yes, Mier – yes, Boever – yes, DeKruif – yes, Delgado – yes, Heiberger – yes. Motion approved 6-0.