

The Gregory Public Library Board of Trustees was called to order by President Kathy Kayl at 5:29pm on January 10th, 2018, with all members present excluding Kristen Jacobsen and Pat Mattson.

Joan Bloom moved to re-elect all officer positions. Seymour Studenberg seconded. There was no discussion. Motion carried.

The Secretary's report was accepted as presented.

The Treasurer's report included financial/statistical statements for November and December, 2017 and the year-end financial report. They also were accepted as presented.

Diane Althoff reported on grants received from the Institute of Museum and Library Services (IMLS) for a pilot program "Toward Gigabit Libraries" which includes up to \$1,000 towards improving broadband connection and services and from the South Dakota Community Foundation local chapter for \$2,000 towards computers/lpads/devices for online programs at the library.

Communications: The library received Christmas cards from Rod Greer (a Books On Wheels patron) and Cheryl Smutny (a former trustee). We also received a thank you from the Activity Department at the RCCC for our donation to their Halloween activity and a thank you from the Hudson family about their involvement in the 1000 Books Before Kindergarten program.

Unfinished Business:

Joan moved, Seymour seconded to approve the Advocacy Policy presented. Motion carried.

Diane reported that 10 children are now registered and reading in the 1000 Books program. Kathy encouraged the trustees to continue to be advocates for the program.

New Business:

Games Day, Hour of Code and Christmas story contest events were reviewed and deemed successful.

Diane reported that the library main room is still having trouble with heat at times, lights need repair in the main room (as light replacement is not working) and the door lock between the main room and the hallway is sticking. Members recommended solutions for the latter and the two former items have been reported to Mark Fortuna. Diane handed out copies of the 43 goals from the Strategic Plan that the library hopes to tackle this year and copies of the January event schedule. She informed the group that this year the library will be weeding and marking as surplus items from the following sections of the library: Board Books, Juvenile Fiction and Adult Non-Fiction. Weeding is required of all areas every five years.

The following service dog policy was proposed by Halee Hoffman, seconded by Joan and carried by unanimous vote:

12. Service Animals

As of March 15, 2011, only dogs are recognized as service animals under titles II and III of the ADA. A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. For our library purposes only, this will include "emotional support" dogs who are certified for that purpose. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. If the service animal is not under control or housebroken, the library staff may ask for the animal and owner to leave.

Annual policy review included the following changes proposed by Joan and seconded by Seymour and passed by unanimous vote:

On page 8 #10: change "bringing in animals/pets that are not leashed or under control of their owner at all times" to "bringing in service dogs that are not leashed or under control of their owner at all times."

On page 10:

Tests and Proctoring changes from item 12 to 13

Change "registered library card holders in good standing" to "area residents, subject to availability of staff"

Remove: "Online testing must be done on a library computer, not a personal laptop. Tests offered online shall be compatible with the hardware and software available on the library computers."

On page 13: Remove: "A star is placed next to the preferred means of communication (phone, email or text.)"

On page 15: Add at the end of the paragraph: Fines: Two Week Items: "(If unable to purchase at Amazon, a comparable vendor will be used.)" Add in Fines: Movies after www.amazon.com: "(or comparable vendor)"

On page 17 #10 eBooks

Remove: Patrons must make a request of library staff to become activated prior to using this service. Patron status will be indicated as "valid" but will be changed by library staff if the patron becomes delinquent in library materials or has overdue fines and the patron will be notified of the change in status.

On page 17 #12 Confidentiality of Library Records

Remove: This does not extend to our current circulation process which, at this time, requires the use of the patron's signature on a circulation card. We encourage those patrons who are not willing to have their names remain on the circulation card once the borrowed item is returned to inform the staff member on duty and the patron's signature will be covered with white-out.

On page 38 add the word "an" before even temperament under Qualifications.

On page 41 #3 Benefits. Remove the word "retirement" prior to benefits.

On page 47 Repair typographical error.

On page 53 Update the yearly changes.

On the Interlibrary loan policy, change the loan period from three (3) to "four (4) weeks" and the renewal period from another three (3) weeks to "another four (4) weeks"

Diane gave a list of events taking place in the coming months. She has decided not to do "Take Your Child to the Library Day" this year. The theme for February will be Popcorn and a Movie. Tax Help will be available for the local community but appointments are needed. Diane will be attending the Jumpstart meeting for Summer Reading planning on Feb. 23 and would like to take Sami and/or Christian if they can get excused from school. There will be a Fire Safety review in-service following our next meeting on February 7th at 6pm. Our next meeting is scheduled for 5:30pm on that date.

Seymour moved, Joan seconded that meeting adjourn. Meeting adjourned at 6:08pm.

Respectfully submitted,

Diane Althoff, Secretary