

South Dakota State Library Board

MINUTES

Regular Meeting

October 6, 2021, at 1:30 pm CT
Library Commons, MacKay Building
800 Governors Drive, Pierre, South Dakota 57501

REGULAR MEETING

- Members Present** In-person: Tom Nelson and Jane Norling. Via Zoom/call: Monte Loos, Natalie Anderson, and Travis Aslesen
- Members Absent** Janice Minder and Judy Trzynka
- Others Present** Kathleen Slocum, Laura Kelly, Sarah Easter, Barb Nickolas, Cheyenne Chontos, Scottie Bruch, Josh Easter, Wynne Nafus Sayer, Brenda Hemmelman, and Quynn Verhelst; State Library. Teri Ewalt, Webster Public Library, joined at 1:46.
- Call to Order/
Roll call** Nelson called the regular meeting to order at 1:32 pm CT. Verhelst read the roll call. There was a quorum.
- Declaration of
Conflicts of
Interest** None.
- Adoption of
Agenda** Nelson withdrew XII. Executive Session from the agenda.

A MOTION was made by Norling and seconded by Anderson to approve the agenda as amended. MOTION CARRIED
- Welcome** President Nelson welcomed everyone to the meeting.
- Approval of
Minutes** A MOTION was made by Norling and seconded by Aslesen to approve the minutes of the July 29, 2021 meeting as written. MOTION CARRIED
- Report of the
Interim State
Librarian** Brenda Hemmelman reported on:
- State of the State Library at SDLA Conference Sept. 30
 - Covered internal changes with staffing
 - Braille and Talking Book updates
 - Current and future projects
 - ARPA grants overview
 - MacKay Building updates
 - New furniture; new workstations for entire department
 - Collaboration workspace located near State Library administration
 - Added technology to collaborate virtually
 - For use by all DOE staff

- Plan for advertising the State Librarian position
 - Gathering job ads from other states to use as templates
 - Present draft ad to Deputy Secretary this week
 - Hiring committee consisting of a SDSL board member, representation from librarians across the state, and SDSL staff.
- Continuous Performance Communication is the new staff evaluation process
 - Goal is meet briefly with each staff member quarterly
 - Gives supervisors a chance to touch base with their employees more frequently
 - Encourages two-way communication
- Working remotely from Sioux Falls starting in November
 - In the Pierre office 2 days/week while interim director
 - Sioux Falls office houses several businesses and other state employees, including other DOE employees.
- Certification
 - 33 certifications awarded at SDLA
 - Voluntary program offered to library directors and library staff
 - Continually taking continuing education courses, attending webinars, conferences
 - 3year certification/must have 30 credits
- SDSL Board appointments
 - Two board members terms expire in October
 - Potential board member names submitted to Dept. Secretary
 - Names forwarded to the Governor's office
- Library site visits
 - Libraries request SDSL staff to provide consultation and assistance
 - Cheyenne, Library Technology Coordinator, helps public libraries with technology and technology plans
 - Scottie, School Library Technology Coordinator, has been onsite helping with school library technology.
 - Consultations can be in-person, digital/virtual, or a phone call.

OLD BUSINESS

Carson Block, Consultant – LSTA 5-year Evaluation

Block was hired to do the LSTA 5-year evaluation required by the Institute of Museum and Library Services. Select SDSL staff members have been meeting with him frequently and he is in the process of creating a survey. Block introduced himself during the SDLA Conference. He will be sending out surveys and asking for work groups from librarians throughout the state to help evaluate the plan and make sure the State Library is doing what they said they wanted to do and offer suggestions. Once the evaluation is done, due in January of 2022, the State Library staff use that evaluation to create a new 5-year plan.

Board Appointments

As reported by Hemmelman, Natalie Anderson and Judy Trzynka's terms are up October 30, 2021. Suggestions have been given to Secretary Sanderson and forwarded on to the Governor's Office. However, until a replacement is named, Nelson stated board members should serve and keep both board members in the loop.

NEW BUSINESS

Meeting dates

February 15, 2022 in Pierre during Library Legislative Day. Time TBD.

May 2022 at the Sturgis Public Library. Date and time TBD.

July 14, 2022 at 1:30pm CT via zoom

September 29, 2022 at 1:30pm CT in Brookings during SDLA

Staff Reports

Kim Bonen – Electronic Resources Coordinator

Hemmelman reported on behalf of Kim Bonen.

Bonen reported on the Electronic Resources Task Force (ERTF). The ERTF meets every two years, and they do a full review of all of the databases the State Library subscribes to. These are the databases that are available to every citizen of South Dakota. They look over statistics, how much they are used, what other products are available and make decisions. The ERTF is made up of libraries from across the state, of different sizes, and different types. Suggestions are submitted from libraries over time.

Bonen advertises the databases and provides training and marketing to the librarians. The librarians can then get that information out to their communities and board members.

The report is due in May of 2022.

Q & A from Board

A full list of databases was requested.

Databases can be found at <https://library.sd.gov/LIB/ERD/complete.aspx>.

Next Meeting

Library Legislative Day – February 15, 2022, MacKay Building, Library Commons, Pierre. Time TBA.

Public Comment

Comments/observations from Nelson

Nelson would like to look into the possibility of having a mission statement for the library board. There is a mission statement for the State Library.

Nelson also brought up issues with county funding of local libraries.

Adjournment

A MOTION was made by Norling and seconded by Aslesen to adjourn the meeting at 2:06 pm CT.