

South Dakota State Library Board

MINUTES

Regular Meeting

February 15, 2022, at 1:30 pm CT
Virtual & MCR3, MacKay Building
800 Governors Drive, Pierre, South Dakota 57501

REGULAR MEETING

- Members Present** In-person: Tom Nelson Via Zoom/call: Natalie Anderson, Travis Aslesen, Monte Loos, Janice Minder, and Jane Norling
- Members Absent** Robert 'Bob' Frieberg
- Others Present** Kathleen Slocum, Laura Kelly, Sarah Easter, Barb Nickolas, Cheyenne Chontos, Scottie Bruch, Josh Easter, Carlie Peterson, Kate Kosior, Kim Bonen, Shawn Behrends, Paul Giovanetti, Brenda Hemmelman, and Quynn Verhelst; State Library.
- Call to Order/
Roll call** Nelson called the regular meeting to order at 1:30 pm CT. Verhelst read the roll call. There was a quorum.
- Declaration of
Conflicts of
Interest** None.
- Adoption of
Agenda** A MOTION was made by Loos and seconded by Minder to approve the agenda as written. MOTION CARRIED
- Welcome** President Nelson welcomed everyone to the meeting.
- Approval of
Minutes** A MOTION was made by Norling and seconded by Anderson to approve the minutes of the October 6, 2021 meeting as written. MOTION CARRIED
- Report of the
Interim State
Librarian** Brenda Hemmelman reported on:
- SDSL 2021 Annual Report
 - Highlights from the past year
 - Databases, programs, and training paid for by LSTA funds
 - Mailed to public libraries, along with the Public Library Data Digest
 - LSTA Five-year Plan
 - Evaluation by Carson Block is almost complete
 - Information from evaluation used to create the new 5-year plan; already in progress
 - Many projects carry over such as databases and training
 - Federally mandated by LSTA IMLS; Due June 30, 2022
 - Draft plan will be presented at the May 2022 meeting
 - Summer Reading

- Planning has started, helping libraries statewide with ideas
- School library textual literacy course
 - School Library Coordinator, Scottie Bruch
 - Topics change every year; school librarians earn credits for certification
- Interlibrary Loan/Cataloging position
 - Interviews start this week; looking to fill the position quickly
 - Nina Mentzel and Brenda Hemmelman covering in the interim; updating policies and procedures
- Electronic Resources
 - Electronic Resources Task Force
 - Coordinated by Kim Bonen every 2 years
 - Reviews current database subscriptions/usage
 - Committee of librarians, state employees, and academic librarians
 - New Database – Swank
 - 3-year contract; 1st year funded by Dept. of Education ESSER funds
 - K-12 streaming video database; Only accessible by K-12 teachers/administrators
 - Teachers assign video; students use K-12 credentials to view
- 37th Annual Public Library Institute; coordinated by Kathleen Slocum
 - Held for 1 week in June at Northern State University
 - Aimed at new librarians; an opportunity to learn how to run a library
 - What it means to run a library; how to do a budget; administer programs
 - This year's focus is Teen Services
 - Experts in the field will be talking about how to get teens into the library. teen spaces, and how teens work
- Board member orientation; work in progress
 - Still looking for another board member; forward names to Nelson or Hemmelman
 - Document accessed with login credentials

OLD BUSINESS

Board Appointments

Nelson reported a new board member, Robert 'Bob' Frieberg, will be filling Judy Trzynka's place on the board. Bob is from Beresford and was a former member of the Beresford Library Board. No information on any other appointments to the library board.

State Librarian job

Hemmelman informed the board the candidate declined the offer made by the Dept of Education leadership team. The plan is to wait until after legislative session and readvertise.

NEW BUSINESS

Policy updates

The State Library communicates to the public libraries the importance of reviewing policies on a consistent basis and we need to set an example. Most are minor updates and clarification, title changes, and link updates.

Collection Development Policy

Norling asked for some clarification on weeding guidelines and suggested adding another section. Hemmelman also pointed out to the board the section about what the state library's collection is, as we are not like a public library.

A MOTION was made by Norling and seconded by Minder to approve the Collection Development Policy updates with weeding guidelines as noted. MOTION CARRIED

Request for Reconsideration Form

This form is part of the Collection Development Policy. If someone has an objection to something that is in the library, we request they fill out the form with what they object to and why. This is an update suggested by DOE leadership to make this a fillable form on the SDSL website.

A MOTION was made by Loos and seconded by Anderson to approve the Request for Reconsideration Form update as presented. MOTION CARRIED

Interlibrary Loan Policy

The SDSL mediates ILL for many libraries in the state. Changes are mostly minor, the most significant being the recommendation to change ILL limits from 200 to 100 items per fiscal year.

A MOTION was made by Minder and seconded by Norling to approve the Interlibrary Loan Policy update as presented. MOTION CARRIED

SD Share-It Policy

Link updates.

A MOTION was made by Loos and seconded by Minder to approve the SD Share-It Policy update as presented. MOTION CARRIED

Election of Officers

Nelson opened the floor to nominations for President

Nelson nominated Norling for President. After some discussion, Norling declined the President nomination, but agreed to serve as Vice President.

Nelson closed nominations

A MOTION was made by Minder and seconded by Aslesen for Nelson to continue as President and Norling to serve as Vice President. Nelson and Norling abstained. MOTION CARRIED

Staff Reports

Kate Kosior – Braille and Talking Book Manager

BTBL provides access to print materials in a variety of media for individuals with visual, learning, and physical disabilities, which create barriers to reading traditional print; through audiobooks, on-demand digital downloads, and braille. BTBL also provides accessible textbooks to school children who need them and has a collection of nearly 1000 audio-described DVDs. They have recording studios across the state where volunteers can record local materials the National Library Service (NLS) cannot provide.

The focus last year was patron engagement and brought new virtual programs, the Social Club and the Adult Winter Reading Challenge, which allows patrons from across the state to connect and have fun over activities designed to challenge and inspire.

This year's focus is volunteer recruitment and outreach. Forming community partnerships will help improve their services. The Pierre/Ft. Pierre Lions Club is helping with a recycling project and has removed 10,000 items from our shelves. BTBL provided materials to the SD Toy Lending Library so that children with visual impairments will be able to check out special boxes of toys from local libraries which will encourage their growth and development while bearing their special challenges in mind.

Carlie Peterson – Digital Library Associate

Scan days started in March of 2019 but due to the pandemic, could not hold any events in 2020 and resumed in the fall of 2021. Twenty-three libraries throughout the state have hosted a scan day.

Scan Day is an opportunity for patrons to bring old photographs, documents, postcards etc to the library and have an electronic copy made. This will help preserve the item in case the original gets lost or eventually disintegrates with age. It also makes it easy to share family history with other members of the family.

Digitization staff bring two flatbed scanners for photos and documents, they also have a hand-held scanner for oversized items. Items brought are scanned or photographed, and then returned to the participants. Scans/photographs are saved on USB drives provided by the SD State Library.

Another goal of scan days is to educate librarians on the equipment and cost; if the library was interested in purchasing their own equipment to have in their libraries for patron use

Q & A from Board

Norling commented that Beresford held a scan day and has now purchased their own equipment and is planning to hold their own scan days.

Next Meeting Sturgis Public Library, May 19, 2022 at 1:30pm MT. Followed by a tour of the library.
July 14, 2022, at 1:30pm CT via zoom/conference call
September 29, 2022, at 1:30pm CT in Brookings during SDLA

Public Comment None

Adjournment A MOTION was made by Minder and seconded by Anderson to adjourn the meeting at 2:20 pm CT.