

# South Dakota State Library Board

## MINUTES

### Regular Meeting

May 19, 2022, at 1:30 pm MT  
Sturgis Public Library  
1040 Harley-Davidson Way, Suite 101  
Sturgis, South Dakota 57785

### REGULAR MEETING

#### Tour of the library was held prior to the meeting

- Members Present** In-person: Tom Nelson, Monte Loos, Jane Norling, and Stacy Kvale. Via zoom: Bob Frieberg
- Members Absent** Janice Minder and Travis Aslesen
- Others Present** Kathleen Slocum, Laura Kelly, Sarah Easter, Barb Nickolas, Cheyenne Chontos, Scottie Bruch, Josh Easter, Kim Bonen, Shawn Behrends, Marcia Kaup, Nina Mentzel, Brenda Hemmelman, and Quynn Verhelst; State Library.
- Call to Order/  
Roll call** Nelson called the regular meeting to order at 1:30 pm MT. 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 Norling 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 Loos to approve the minutes of the February 15, 2022 meeting as written. MOTION CARRIED
- Report of the  
Interim State  
Librarian** Brenda Hemmelman reported on:
- Employee Engagement Survey
    - Issued by the Governor's office to every state agency.
    - Used to identify areas needing improvement and to address any issues that arise.
  - Executive Order 2022-2
    - DOE is focused on section seven.
    - All DOE divisions are reviewing all of the information that we have internally, externally, websites, links from our website, publications we share with librarians, information shared at vendor booths.

- Division reports due May 20, 2022. Next week DOE Leadership will review reports. Report due to Governor October 1, 2022.
- Public & School Library Surveys
  - Public Library survey is federally mandated, and information is sent to IMLS.
  - School Library survey is not federally mandated.
  - Information from both surveys is used to create our data digests.
- Digitization job vacancy
  - Scanner is unavailable due to construction.
  - On hold until renovation project is complete.
- IMLS Funding FFY22
  - Will receive about 1.7 million.
    - Funding to IMLS comes from the Federal Government, then is distributed amongst all state library agencies nationwide and is based on population.
    - The State of SD has to match 34%.
    - Funding is used for all of our projects.
- Building Renovation
  - DOE is using ESSER funds to renovate entire building, starting with the State Library.
    - Library will be done in three phases.
- SD Library Association conference travel/lodging.
  - In-person conference September 28-30 in Brookings.
  - Will hold the Library Board meeting during conference.

## OLD BUSINESS

### Board Appointments

Nelson welcomed Stacy Kvale to the board. She is taking the open position left by Natalie Anderson.

A MOTION was made by Norling and seconded by Loos to accept the appointment of Stacey Kvale to the board. MOTION CARRIED

### State Librarian job

The State Librarian job was readvertised after Legislative Session concluded, and a total of five applicants were received. Two applicants were unqualified, one due to SD codified law stating the State Librarian must hold a Master's in Library Science from an ALA (American Library Association) accredited school.

The committee interviewed the remaining three candidates, ultimately recommending one candidate to Secretary Sanderson for an in-person interview. The candidate was very enthusiastic and didn't hesitate to come to SD for an interview on Wednesday, May 18, 2022. He met with Hemmelman, Mary Stadick Smith, and Secretary Sanderson. All agreed he was an excellent candidate, and his name was forwarded on to the Governor's Office with a recommendation to hire.

The interview committee was comprised of Jane Norling, Director, Beresford Public Library; Daniel Burniston, Director, Vermillion Public Library; Amber Wilde, Director, Spearfish Public Library; Mary Stadick Smith, Deputy Secretary, Dept. of Ed.; and Brenda Hemmelman, Interim State Librarian.

## NEW BUSINESS

### Circulation Policy Update

Hemmelman stated this is a follow-up to the February meeting. Updated the out-of-date information.

A MOTION was made by Loos and seconded by Norling to approve the Circulation Policy Update as presented. MOTION CARRIED

#### **LSTA 5-year plan draft**

A committee consisting of Brenda Hemmelman, Shawn Behrends, Cheyenne Chontos, and Kate Kosior was formed to update the current 5-year plan that ends in 2022. The 5-year plan is a requirement of the Institute of Museum and Library Services (IMLS).

The money received from IMLS is used to fund many of our projects that have been carried over from the previous plan, which mostly consists of the databases we purchase for use by all citizens of SD. SD citizens can access these databases with a library card either from their local library or from the state library, or by using GeoIP access. GeoIP allows any SD citizen within the borders of the state of SD to access databases without a library card. We also carry over all of our children's programming, the summer reading training, and things like that from year-to-year.

We also look at new ideas, such as partnering with Game, Fish, and Parks to have a library State Park pass that could be checked out from the local library for a week and used at any State Park. The pass wouldn't cover camping or rentals of any kind, just access to the park itself.

Another new idea would be a pilot program where libraries provide a booth or an area of the library where people could do teleservices, such as tele-medicine, or meeting with a counselor, or working on resumes, etc..

The final report is due to IMLS by June 30, 2022.

#### **Staff Reports**

##### **Cheyenne Chontos and Kathleen Slocum – Strategic Planning**

The Framing the Future project was created and hosted by Montana State Library and funded by IMLS. There were state and public library participants from North and South Dakota, Idaho, Montana, Wyoming, and Arizona.

Due to COVID-19 pandemic participants met virtually via Zoom. They attended zoom meetings on understanding what goes into strategic planning. For some, it is kind of a scary word, but Kathleen and Cheyenne try to make this fun and successful.

In March of 2022 they attended a 2-day in-person training in Billings Montana. This in-depth training focused on action-oriented approaches to work with our SD libraries. After this training, they began working with Redfield Carnegie Library on their strategic plan. They have worked with their director to give them the tools they need to not only write an effective strategic plan but to continue updating and reevaluating the plan for years to come.

In the end, the libraries we work with will be able to work with us to review the strategic planning process, understand the tools and process of strategic planning, such as creating surveys, conducting interviews, and analyzing the data they collect, create a committee dedicated to creating a strategic plan that is effective and meets the unique

needs of their library and community, and independently reevaluate their strategic plan every 3-5 years and adjust accordingly.

**Q & A from Board**

**Next Meeting** 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 Kvale and seconded by Norling to adjourn the meeting at 2:11 pm MT.