Minutes of May 12, 2025, Library BOT Meeting:

**Present**: Paul Symens, Beth Renner, Deb College, Audrey Schuller and Sonya Lang

**Absent**: Jack Erickson and Cristy Davidson

Audrey called the meeting to order at 4:02pm.

**Public Voice**: None

**Minutes of Previous Meeting**: Deb made a motion to accept April 2025 minutes as read; Paul seconded motion; all members present voted aye. Minutes of April 2025 meeting approved as read.

**Bills for April**: Bills for the month of May were reviewed. Deb made a motion to accept the bills presented; Beth seconded the motion; all members present voted Aye. Motion passed; May bills were approved.

**Old Business**:

Friends of the Britton Public Library group is up and running. We are doing the following for fund-raising:

1. Silent Auction – Ends at 3:00 pm on 5/29/2025
2. We have donation jars in Quarve Drug, Fun After Fifty, Cenex C Store, the Library and Snappers.

We are still waiting to hear about our non-tax status.

Director’s Review – Sonya has not had a formal review since she started on May 1st Sonya will have been in her position for three (3) years. After much discussion it was decided that the BOT will discuss Sonya’s evaluation at the June meeting. Sonya will have a self-evaluation returned to the BOT president by the July meeting and her evaluation will be completed at the August or September 2025 meeting. All board members have a copy of the evaluation that was sent via email in May.

Discussion was held about the best way to get volunteers to help at library programs/events. It was decided that at the first of the month Sonya will send an email to the President of the Friends of the Britton Library outlining the help needed for the upcoming month.

**Librarian’s Report**:

The library had a total of 814 patrons visit in March

Computers: used 107 times

References: 104

Wireless Internet was used 273 times

All the books have been stickered according to genre and are shelved according to genre. We finished doing this portion of the project at the end of April. All that we need to do to finish this project is to change the spine pockets on the books.

While working on this project we did find that we have some incomplete series; so, we will be ordering books throughout the year to complete these series.

We are now preparing for our Summer Reading Program. The theme this year is Color our World.

Dates and Times:

Signup: May 27 to June 3, 2025

Wednesday June 4, 2025

9:00 to 10:00 Pre-K and Kindergarten

10:15 to 11:15 1st to 3rd Grade

11:30 to 12:30 4th grade and up

Wednesday June 11, 2025

9:00 to 10:00 Pre-K and Kindergarten

10:15 to 11:15 1st to 3rd Grade

11:30 to 12:30 4th grade and up

Wednesday June 18, 2025

9:00 to 10:00 Pre-K and Kindergarten

10:15 to 11:15 1st to 3rd Grade

11:30 to 12:30 4th grade and up

Wednesday June 25, 2025

9:00 to 10:00 Pre-K and Kindergarten

10:15 to 11:15 1st to 3rd Grade

11:30 to 12:30 4th grade and up

Wednesday July 2, 2025

9:00 to 10:00 Pre-K and Kindergarten

10:15 to 11:15 1st to 3rd Grade

11:30 to 12:30 4th grade and up

Wednesday July 9, 2025, we will be having a Closing Celebration at 7:00pm. (In order to participate you must be registered and reading).

Come ready to paint and get messy!!! Dress Accordingly!!!

The library participated in the Job Fair held on May 7, 2025, at the Britton Hecla School. We had 150 children, and 20 adults stopped at the library booth.

We received a donation of 26 boxes of mostly hard-covered books. (Approximately 1040 books) from Carlson Excavating in memory of John and Marlene Hickey. We are in the process of going through those books. We have found some books that the library does not have, and we have also been able to replace existing books that are in good shape with books that are in better shape.

Due to unforeseen circumstances the staff at the library has been reduced from five employees down to three. Previous years we had 144 staff hours per week; we are now down to 114 hours per week. We are still providing ALL the previous services/programs as before and have added two more programs. We can accomplish this because I went from hourly to a salaried position and I usually work 42 to 45 hours a week and we are not open on Saturdays. Unfortunately, it is becoming difficult for the librarians and myself to continue offering all these programs. I have spoken with Shelly and Cindy and together we have determined that we need to cut the following programs:

1. Participating in Circuit K Large Print Book Exchange

This is a very time-consuming program. We typically receive eight (8) boxes of used large print books. We must arrange a pick-up time with the post office. Once we have picked up the books, we must sort them to make sure we have received all the books listed, then we select 20 to 30 books that we want to put into circulation. Once we have the books chosen then we must put “circuit codes” on them so that we can check them out. Any books not chosen to be used must be boxed up and stored for 3 months. Once a quarter we have to reverse the process and send the books back. This is even more time-consuming than processing the books for use in our library. This is an all-day process. Last month we did not have ONE book checked out that came from the circuit. Once a year we must add twenty (20) new large print books to the circuit. This cost the library approximately $500.00 to $800.00. Currently there are only 4 libraries that participate in Circuit K.

1. Providing Books for Spruce Court

We currently provide twenty (20) large print books to Spruce Court once a month. There are only two (2) residents that are currently reading these books. This too is time-consuming as we must locate books, double check to make sure we haven’t sent them previously, check them out to Spruce Court, drive them up and drop them off at Spruce Court. We then collect the books that were previously at Spruce Court, bring them back to the library and check them in. Usually, there are books missing so we then must call Spruce Court and have them locate the books and bring them back to us.

My suggestion to Spruce Court was to have the two individuals that read go onto the library’s Librista site and select up to five (5) books that they would like to read. (The Librista site shows if the books are available or if they are checked out) A staff member from Spruce Court could then call the library with the list of books and who is requesting them. We would check the books out to the individual and then a staff person from Spruce Court could come pick the books up. OR Spruce Court could bring the two individuals to the library, and they could choose their own books. According to the Director of Spruce Court the individuals living at Spruce Court do not have access to a computer so cannot use the Librista App and they do not want to come to the library and select their own books. They want the library to continue to provide books for them. The library **does not** provide books for the nursing home, if a resident from the nursing home wants a book they come to the library and check them out or they have the activity coordinator come to the library and select books for them.

1. Wii Wednesdays / Virtual Reality during the school year. The Wii and the Virtual Reality headset that was being used belonged to a staff member and that staff member no longer works for the library. Currently, the library does not have the funds to purchase a Wii and Virtual Reality Headset.
2. I will no longer be taking books to the Silver Lake little library. We should not have been taking books up there as that is in ND and the Forman Library should be supplying books if needed/wanted. I will continue providing books to the little libraries at Fort Sisseton, Eden, Lake City and Roy Lake.

Paul made a motion to adjourn the meeting. Deb seconded the motion; all members present voted Aye. Motion passed. The meeting was adjourned at 5:06 pm.

Next meeting will be June 9, 2025, at 4:00 pm.

Submitted by Director – Sonya Lang