



LIBRARY BOARD OF TRUSTEES MEETING

Meeting Minutes by Kennedy Penk

MONDAY, APRIL 27TH, 2026

12:00PM

**Call to Order:** 11:58am by President Bree Hutchison

**In Attendance:** Bree Hutchison, Beverly Posey, JW Singer, Lenessa Keehn, Michael Johnson, and Kennedy Penk

**Absent:** Teri Bruce

**Additions or Revisions to the Agenda:** Correct date on the posted agenda from “Thursday, April 27<sup>th</sup>, 2026” to “Monday, April 27<sup>th</sup>, 2026.” Motion made by Hutchison, second Johnson. All approved.

Add under Action Items, “Permission for the library to open late or close early on the day Public Works bug bombs the building.” Motion made by Hutchison, second by Posey. All approved

**Approval of Minutes of Previous Meeting, March 19th, 2026:** Motion to approve previous meeting minutes by Posey, second by Keehn. All approved.

**Staff Reports**

- April Bill List: The monthly bill report will be an informational item from this meeting on. April bill list was presented with no corrections.
- Director’s Report: Kennedy focused on discussing the March statistics, progress update on the 150<sup>th</sup> Reading Challenge, April book sale, technology plan, Canva subscription, staffing updates, facility maintenance and updates, formation of a Friends group, and an update on the Summer Reading Program.
- Education Program Coordinator Report: Monica submitted a written report for the board to review. Kennedy touched on how big of a hit the escape room “Lost in the Stacks”, scavenger hunt, and our version of Where’s Waldo, “Where’s Wild Bill” were for National Library week and the visit from the Catholic School students. Hutchinson commented on how wonderful a job Monica is doing and how she is a perfect fit for the position.
- Research Librarian/Archivist Report: Lili submitted a written report for the board to review. She is a huge asset to the library and the continuing maintenance of the Centennial Archives Collection.

**Discussion Items**

- **Trustee training through SDSL:** Board members were told about the new continuing education opportunity available through the South Dakota State Library. To enroll in the course, board members must have a mySD and Canvas account. Kennedy can assist with creating these accounts and course enrollment if needed.
- **Review the South Dakota Public Library Standards for the Essential level for accreditation:** The library currently meets all but 2 of the 35 standards for accreditation at the Essential level. Those two standards are 15 hours of continuing education completed by board members and written and approved circulation, collection development, confidentiality of library records, and computer/internet use policies. The library will apply for accreditation this year before the August deadline.
- **June board meeting date.** Motion to move the June board meeting date from Thursday, June 18<sup>th</sup>, 2026, to Thursday, June 25<sup>th</sup>, 2026, by Hutchison, second by Keehn. All approve.
- Motion to approve the July board meeting date of Thursday, July 16<sup>th</sup>, 2026, at 12pm by Hutchison, second by Singer. All approve.

**Action Items**

- Review and acknowledgement of Open Meeting laws.
  - o Motion to approve the Library Board's annual review of the Open Meeting Laws in accordance with SD Codified Law 1-25-13 by Keehn, second by Hutchison.
- Permission for the library to open late or close early on the day the Public Works bug bombs the building.
  - o Motion to approve the library opening late or closing early, with the appropriate timing left up to Kennedy in accordance with the City Department so the bug bombing can be done by Keehn, second by Johnson. All approved.

**Adjournment:** 12:45pm motion to adjourn by Hutchison, second by Keehn. All approved.

**Comments:**

**Next library board meeting: Thursday, May 21<sup>st</sup>, 2026, 12:00pm.**