**Custer County Library Board**

**Minutes**

**October 9, 2019 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, October 9th at the Custer County Library. Persons in attendance were Trustees Renee’ Starr, Marcy Swanda, Jim Laverick, and Seyward Rittberger and Library Director, Doris Ann Mertz. Jim chaired the meeting and called it to order at 1:03 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **September 11th Board Minutes***: Marcy moved to accept the minutes as presented. Renee’ seconded the motion. The motion carried.*

**TREASURER REPORT**:

* **GENERAL CHECKING : Balance as of September 30th -- $13,027.60**
* **COUNTY SPREAD SHEET: No Report**

**LIBRARIAN REPORT:**

* **3rd Grade Class Tour –** *Mrs. Neiffer’s 3rd grade class walked over to the library on September 12th for a tour and a story-time. We had approximately 23 guests, counting the chaperones.*
* **ACT Prep –***ACT Prep was held on September 24th with 2 attendees and on October 8th with 8 attendees. The next session is scheduled for October 22nd, and the upcoming ACT test is on October 26th.*
* **SDLA Conference –** *Janice, Thea, Renee’, and Doris Ann attended the conference in Spearfish from September 25th through 27th. Renee’ and Doris Ann gave a report on their experience. Renee’ earned 15 hours of continuing education credit for the Board.*
* **Beeswax Wraps –** *We had eleven participants for our second beeswax wraps class. The class went smoothly, and everyone was please with the finished wraps. We plan to hold a class on a Saturday in Hermosa. There is also sufficient demand for another class in Custer.*
* **Race to Read –** *The Race to Read Carnival was held on Saturday October 5th in the Pine Room with 50 participants. We played games, made crafts, held cupcake walks, and enjoyed snacks. The YMCA Child Care Team had a longer chain than the Library Patrons’ Team.*
* **CCL Foundation –** *The Foundation Council met today at 9:30. They are advertising for an upcoming open position on the Council. They haven’t received any applicants yet. They plan to post the announcement in the Buffalo Bytes and on Facebook to increase outreach. They also plan to post flyers of a fund-raising opportunity associated with the library addition. (For example, donors can have a conference room named after them for a $25,000 donation or a Study Room named after them for a $10,000 donation.)*
* ***Zonta Donation –*** *Zonta presented the library with a $1,000 donation at their Service Dollars Reception on October 8th. The money will go toward the purchase of a laptop and furnishings for the Test Proctoring Room in the Library Addition.*

**UNFINISHED BUSINESS***:*

* **Facilities Improvement**

*Sealed bids were opened at this morning’s Commissioner Meeting. Only one bid was received. It was from Complete Construction out of Rapid City. The bid for the 1,400 square foot addition was for $413,000, which amounts to $295/square foot. The Commission rejected the bid. The Library Building Committee will get together to discuss options.*

* **2020 Budget Request**

*The 2020 Budget was approved by the Commission at their September 18th meeting. Trustees received a copy of a breakdown of the library budget of $255,650. Marcy made a motion to adopt the budget. Seyward seconded the motion. The motion carried.*

**NEW BUSINESS***:*

* **Marketing Plan 2020-22**

*The board reviewed the first draft of a Marketing Plan for 2020-22. Everyone was encouraged to brainstorm some action items for Year 3. We specifically would like to develop action items focused on marketing/promoting the Hermosa Library. Possibilities discussed were to visit the community service groups in the Hermosa Area, such as the Masons and HAHA. Other suggestions were to coordinate with the school to promote services and resources in the School Newsletter. A new elementary school will be built in Hermosa in the near future, and the possibility exists for a high school to be built in the coming years.*

* **Technology Plan 2020-22**

*The board had its first discussion on major goals for the 2020-22 technology plan. Doris Ann stated that her most immediate goal was to purchase Windows 10 compatible patron computers for the libraries and switch them over to a Windows 10 operating system. The two oldest machines are at Custer. She’d like to buy two new PCs with this year’s funds for Custer and two new laptops out of 2020 funds for Hermosa. After discussions with our County IT Tech, Charles Wuestewald, the other two priorities are 1)upgrading the camera security system and 2) upgrading to a Ruckus Wireless Access Point in order to improve patron Wi-Fi security. Jim suggested we ask Charles to come to our next meeting to discuss security and efficiency options in order to help us develop priorities in our technology plan.*

**ANNOUNCEMENTS:**

* Library Closed for Native American Day on October 14th
* Crafternoon Delight on Wednesdays at 3 p.m.
* ACT Test Prep –October 22nd at 6:15 p.m.
* Beeswax Skincare Make-n-Take – October 17th at 4:30 p.m.
* Book Chat – October 24th at 4:30 p.m.

**ADJOURNMENT:** *The meeting was adjourned at 2:10 p.m.*

**NEXT MEETING:** *November 13th @ 1 p.m. at Custer County Library*

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Doris Ann Mertz

Secretary/Treasurer