

**Custer County Library Board
Annual Meeting Minutes**

January 13, 2016

Custer County Library

The Custer County Library Board of Trustees met at its regularly scheduled meeting date on Wednesday, January 13th at 1:00 p.m. in the library to hold its annual meeting. Members in attendance were Bill Schreier, Seyward Rittberger, and Amy Kirk, with Mickey Schlecht presiding and Doris Ann Mertz recording minutes.

AGENDA CHANGES/CORRECTIONS *The following discussions were added to New Business:*

- ❖ *Recognizing Diane's service*
- ❖ *Intern*
- ❖ *Book Chat Program*

WELCOME OF NEW TRUSTEE/ELECTION OF OFFICERS/APPOINTMENT OF LIAISON

- ❖ *Seyward Rittberger was welcomed as the newest trustee on the 2016 Library Board.*
- ❖ *Mickey was nominated to serve as chair, Amy was nominated to serve as Vice-Chair. Bill moved to accept the slate of officers; Amy seconded the motion; the motion carried.*
- ❖ *The board asked Mickey to continue serving as Liaison to the Foundation at least through the Fundraiser. They will revisit the Liaison issue at a future board meeting this spring.*

MINUTES

- ❖ **December Board Minutes** – *Bill made a motion to accept the minutes as presented; Amy seconded the motion; the motion carried unanimously.*

TREASURER REPORT:

❖ **GENERAL CHECKING**

The balance as of 12/31/2015 is \$17,160.59. Trustees received a report displaying 2015 "Expenses by Category" and "Income by Category" from the Checking Account which is attached to these minutes. The checking account had interest totaling \$1.63, Deposits totaling \$7,936.12, and debits totaling \$6,864.86.

❖ **COUNTY SPREAD SHEET**

December spreadsheet: \$4,474.84 Balance; 97.66% Expended

2016 Library Budget: \$194,632 *(presented as \$191,211 at the meeting, but auditor had provided the wrong number in the latest report. This number still reflects a miscalculation in Mary's salary, and the Commission has decided to supplement the shortfall later in the year.)*

LIBRARIAN REPORT: *Trustees received a hard-copy of the Librarian Report for December discussing the topics below and including the Library statistics for December and the 2015 calendar year. The Report is attached to and is part of this month's Minutes.*

- ❖ **Department Head Meeting**
- ❖ **Foundation Update**
- ❖ **BHLC**
- ❖ **Year-End Statistics**

UNFINISHED BUSINESS:

❖ **Sign**

The board looked at designs from Custer Sign and preferred the 2nd design. They asked Doris Ann to contact Bill for the cost of having lettering on both sides of the sign and to get pictures of the sign superimposed on the lot.

NEW BUSINESS:

- ❖ **Legislative Day in Pierre – January 20th**

Doris Ann will leave for Pierre on the 19th, after the BHL Consortium meeting in Rapid City. She will attend the Legislative Day on the 20th as she is on the Library Issues Committee responsible for coordinating the event.

❖ **Jumpstart "Train the Trainer" session in Pierre – January 21st**

Doris Ann will attend a Jumpstart (for Summer Reading) training on January 21st while she is still in Pierre. The State Library will send a check to Custer County for \$650 to reimburse her for attending the training and hosting a session for the Southern Hills in February. These funds will be used for the Summer Reading Program.

❖ **Approval of Library Closure Days**

Doris Ann asked the Board to approve the closure of the Custer County Libraries for all County holidays and the Saturdays of Easter weekend, Gold Discovery Days, Thanksgiving, and Christmas. Mary will take vacation time for these Saturdays. Bill moved to approve the closure days requested, Amy seconded the motion. The motion carried unanimously.

❖ **Distribution of Board Meeting Schedule for 2016**

Doris Ann presented the proposed schedule for 2016 with meetings on the second Wednesday of each month except June and meeting times of 1 p.m., except for the 10 a.m. meeting in December. After consulting their calendars, the trustees changed the date of the February meeting to the 17th and the time of the March meeting to 10:00 a.m. Doris Ann will make the changes and send out a revised schedule. Doris Ann suggested it would be easier to prepare for an annual meeting on the third Wednesday of January, rather than the second.

❖ **AARP in Conference Rooms on Mondays beginning in February through Tax Season**

Doris Ann informed trustees about AARP's free tax help program and asked them to tell anyone who asked about the opportunity to call 211, not the library, for an appointment.

❖ **Recognition of Diane Bishop's service**

The board discussed various ways to recognize Diane's service to the library. Doris Ann will talk to Bert about Diane's interests, gift certificate and refreshment ideas, and the possibility of surprising Diane by recognizing her at the Hermosa Library during a book club meeting.

❖ **Intern**

The library is hosting an intern from Western Dakota Tech who is in the 2-year program for an Associates Degree. Taylor Dillon began her internship on Monday, January 11th and will work at the library 8-10 hours/week throughout the semester. Doris Ann has provided her with a job description and will be completing a mid-term and final evaluation on Taylor's performance to WDT.

❖ **Book Chat Program**

Amy related her experience as a guest at a book chat program in Florida. Those who attended gave a short presentation on a book they were reading, had read, or would like to read. She enjoyed the program and came away with the titles of several books she would like to read. She volunteered to coordinate a similar program at the library. She will get together with Doris Ann to discuss the particulars of the program regarding dates, guidelines, promotion, etc...

ANNOUNCEMENTS:

- ❖ January 15th -- Story-time resumes
- ❖ January 18th – Library closed for MLK Jr. Holiday
- ❖ January 19th at 10:00 a.m. – BHLC Meeting
- ❖ January 25th – "Go Live" with Koha
- ❖ Saturday, February 13th at 6:00 p.m. – CCLF Chocolate and Wine Tasting Fundraiser

ADJOURNMENT: *The meeting was adjourned at 3:05 p.m.*

NEXT MEETING: *February 17th @ 1:00 p.m.*



Doris Ann Mertz
Secretary/Treasurer