**Custer County Library Board**

**Minutes**

**November 13, 2019 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, November 13th at the Custer County Library. Persons in attendance were Trustees Renee’ Starr, Marcy Swanda, Jim Laverick, Pat Hoffman, and Seyward Rittberger and Library Director, Doris Ann Mertz. Jim chaired the meeting and called it to order at 12:56 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **October 9th Board Minutes***: Marcy moved to accept the minutes as presented. Renee’ seconded the motion. The motion carried.*

**TREASURER REPORT**:

* **GENERAL CHECKING : $13,603.37 as of 10/31/2019**
* **COUNTY SPREAD SHEET: Balance -- $73,819.41 71.91% Expended**

**LIBRARIAN REPORT:**

*Trustees received a hard-copy of the Librarian Report for November discussing the topics below and including the Library statistics for October. The Report is attached to and is part of this month’s Minutes.*

* Beeswax Skincare Make-n-Take
* Book Chat
* Movie Night
* Crochet Class
* Cabinet Space
* CCL Foundation

**UNFINISHED BUSINESS***:*

* **Facilities Improvement**

*The library addition project is out for bid once again. Bids are due on December 3rd, and will be opened at the Commission Meeting on the 4th. The stated completion date for the project is October 31st, 2020. Doris Ann emailed the Request for Bids, Bid Documents and Information, Bid Specifications, and Floor Plan Plats to the Construction Industry Center (CIC) on Tuesday, November 12th. CIC will promote the project to contractors in the area. Marcy advised the board that Lesa McDermott had encouraged the library to apply for a grant from the Black Hills Community Foundation’s Giving Circle. They have extended the deadline to Monday, November 18th. Jim and Doris Ann said they would look at the website for more information.*

* **Marketing Plan 2020-22**

*The board reviewed the second draft of the Marketing Plan for 2020-22, which was sent out previously by email. Marcy moved to adopt the Marketing Plan as presented. Seyward seconded the motion. The motion carried.*

**NEW BUSINESS***:*

* **Technology Plan 2020-22**

*The board had its second discussion on major goals for the 2020-22 technology plan. Doris Ann updated the board that one of the goals they had planned to include in the Technology Plan, the upgrading of the security cameras, will be accomplished sooner than expected. Building Director Robert Skinner has funds in his current budget to purchase the cameras this year. County IT Tech and Golden West employee Charles Wuestewald participated in the meeting by conference call to discuss improving the security of Library Wi-Fi users. He suggested adding a Ruckus Access Point that would provide client isolation between patron computers and the use of “Guest Access passes.” The Ruckus R320 should be sufficient because it would support up to 256 clients at once. He also discussed the addition of a Sonic Wall, which would allow the wireless patron network and wired patron computers to use the same internet connection, but still be separate. It would also add the capability to set content filtering to block inappropriate websites. The approximate cost of the Ruckus R320 would be $500, with optional monthly service at an additional monthly rate. The Sonicwall T400 would cost approximately $2,000 with three years of Sonicwall Security Services. Bronze Firewall monitoring is optional at a cost of $75 per month for advanced reporting. (Charles followed-up on the meeting by sending a written summary of his recommendations for use in the Technology Plan.) Charles also suggested the library develop a policy and procedure for the Guest Passes. Since the Hermosa Library already has a Ruckus Access Point, he suggested they develop a procedure there first in the near future.*

**ANNOUNCEMENTS:**

* Crafternoon Delight on Wednesdays at 3 p.m.
* Crochet Class – November 14th at 4:30 p.m.
* ACT Test Prep – November 19th at 6:15 p.m.
* Book Chat – November 21st at 4:30 p.m
* Beeswax Skincare Make-n-Take with 4-H – November 22nd at 1 p.m.
* Drawing Class with Charley Umbarger – November 26th at 4:30 p.m.
* Library Closed for Thanksgiving November 28-30

**ADJOURNMENT:** *The meeting was adjourned at 1:55 p.m.*

**NEXT MEETING:** *December 11th at* ***11 a.m.*** *following by the Potluck Christmas Luncheon*

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Doris Ann Mertz

Secretary/Treasurer

**Librarian Report – November, 2019**

**Beeswax Skincare Make-n-Take:** We had 10 participants (7 adults & 3 kids) at our first Beeswax Skincare Make-n-Take class. Participants made lip balms and lotion bars. We learned a lot from the class and will structure it a little differently in the future. We plan to offer a simple version of the class to interested 4-H members on November 22nd at 1 p.m. Angie Keierleber will be our liaison to the 4-H group. We also plan to offer it to the pre-teens/teens on a yet-to-be-determined Friday this winter.

**Book Chat**: We had 10 participants at the October Book Chat held on Thursday, the 24th. The next Book Chat will be held on Thursday, November 21st, rather than the last Thursday of the month, due to the Thanksgiving Holiday.

**Movie Night:** We had 20 attendees for our first movie night, held on Thursday, October 24th at 5:30 p.m. in the Pine Room. We showed *Hocus Pocus* and served popcorn and sodas. Our next movie, *Toy Story 4*, will be on Friday, November 22nd at 5:30 p.m.

**Crochet Class:** Angie Keierleber is teaching a two-part beginner crochet class on November 7th and 14th. The class filled up quickly with 10 participants. They learned the basics of crochet and started crocheting a soap saver at the first class. They will finish their projects on the 14th.

**Cabinet Space:** The Extension Office has been cleaning up their office and cabinet space. They have cleared out two cabinets in the hallway and turned them over to us. These cabinets are great storage space. We have been transferring materials from the shed to the cabinet, and we enjoy not visiting the shed to retrieve materials for our programs.

**Foundation:** The next Foundation meeting will be on November 20th at 9:30 a.m. They are currently advertising for a Council position in 2020 when Ann Snow has completed her second three-year term. No applications have yet been received. If you know anyone who would make a good Foundation Council member, please encourage them to express interest in the position.