**Custer County Library Board**

**Minutes**

**April 15, 2020 Zoom Meeting**

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

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **February 19th Board Minutes***: Renee’ moved to accept the minutes as presented. Pat seconded the motion. Renee’ – Aye, Pat – Aye, Seyward – Aye, Jim – Aye, Marcy -- Aye.*

**TREASURER REPORT**:

* **GENERAL CHECKING : $15,761.22 as of April 3, 2020**
* **COUNTY SPREAD SHEET:** *The March Budget Summary was not available at this time. The February Budget Summary had a balance of $244,180.34 with 9.45% expended. The County Summary and the Library Spreadsheet had a difference of $110.34, exactly the amount spent on Electronic Materials. This amount will probably show up in the March summary.*

**LIBRARIAN REPORT:** *Trustees received an electronic copy of the Librarian Report for April discussing the topics below. The Report is attached to and is part of this month’s Minutes.*

* **Foundation**
* **Janice Stalder’s Retirement**
* **Library Assistant Position**
* **Summer Reading Program**

**UNFINISHED BUSINESS***:*

* **Facilities Improvement --** *Doris Ann reported that the library addition is on track. The footings and Foundation Walls have been completed*
* **SD Public Library Survey** -- *Presented to Commission March 11th, signed and submitted.*

**NEW BUSINESS***:*

* **COVID-19 Discussion –** *The group discussed the current COVID-19 protocol. The building is closed to the public, but curbside services are offered during library open hours. Returned materials are deposited in the book drop and are being quarantined for 48 hours before check-in. Staff wear gloves during the check-in process and wipe the plastic portions of the materials down with Clorox wipes. The paper portion of the books should be safe due to the virus living on paper for approximately 24 hours, and the books being quarantined for 48 hours. Staff are filling material requests through the online catalog, by phone, and by email. Materials are checked out, placed in plastic bags with names, and placed on the book cart at curbside for pick-up. Print jobs are being sent to the library email, printed out, and taken out to patrons. A home delivery has been established, but no one has signed-up yet. The forms for those who need the service and volunteers who want to help with the service are on the Home Page of the website. A model of the New Arrivals Shelf has been developed and set outside, so patrons can browse and see what is available and what is checked-out, but can be placed on hold. The library is the center for the homemade mask donation project. Those who want to sew masks may pick up donated fabric on the bench outside the library. The masks they wish to donate are then left on the bench. Chris Cooper of Monument Health is our contact and arranges for the masks to be picked up and laundered. Three mask patterns are now available. One mask is for use by care providers in conjunction with an N-95. One is being made for others at the hospitals, clinics, and nursing homes. One is just a simple mask people can make for their family members.*
* **Set Non-Resident Fee –** *The non-resident fee has been at $25 over the last few years. According to South Dakota Library Standards, the fee must be at least equal to the per capita support provided by the county. The per capita support is now $30.12. Jim moved to set the non-resident fee at $35/year. Pat seconded the motion. Renee’ – Aye, Pat – Aye, Seyward – Aye, Jim – Aye, Marcy -- Aye.*

**ANNOUNCEMENTS:**

* **Be the Light** in support of the Class of 2020 will be April 16th at 2020 hours at the football field.

**NEXT MEETING:** *May 20th at 1 p.m.*

**ADJOURNMENT:** *The meeting was adjourned at 1:40 p.m.*

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Doris Ann Mertz

Secretary/Treasurer

**Librarian Report – April, 2020**

**Foundation:** The Foundation participated in the Trade Show on February 29th. They collected $292 in donations and $50 in Foundation memberships. They held a meeting on March 5th. Kim Canete was chosen to fill the Council Member position vacated by Terry Reetz, whose term would have ended in December. They began a review of their Bylaws at the March meeting. Doris Ann and Rose met between the March and April meetings to apply for a grant from Black Hills Energy. Black Hills Energy recently replied to their application saying they could not support the Library Addition Project at this time because they are focusing their philanthropy efforts on COVID-19 related needs. The Foundation met by ZOOM meeting on April 9th at 1:00 p.m. They finalized their review of the Bylaws and adopted a revised version.

**Janice Stalder’s Retirement:** Janice Stalder retired on April 5th after 23 years of working for the Custer County Library. Her actual last day of work was Friday, April 3rd. A mahogany and cherry cutting board commemorating her years of service was purchased from It’s Rustic on behalf of the Library and Board.

**Library Assistant Position:**  Sarah Myers was chosen among the 10 applicants for the Library Assistant Position, two of whom had previous library experience. She reported to work on March 30th and had a work to train under Janice. Sarah has a Bachelor of Arts degree from Utah State University in Logan, Utah.  She worked part-time at the City of Logan Library for four years while she was attending college.  Her dad was an elementary school librarian, and she had planned to obtain a Masters in Library Science and work in libraries.  Then, she met Jason Myers while working at the Boy Scout Camp here in Custer. She and Jason married and have two sons, Ezra and Nash.  While living in Custer, she has worked at First Interstate Bank (June of 2014 to June of 2019).  She has been working at Edward Jones since June of 2019.  We are excited to have her as a member of our team, and we will be enrolling her in the South Dakota Library Training Institute.

**Summer Reading Program:** We do not yet know what type of Summer Reading Program we will be offering this summer. We hope to be able to offer the traditional program, but start it later in the summer and end it mid-August. We are also looking into online options for tracking and reporting reading. We haven’t settled on a tracking programs yet. We hope the State Library will subscribe to a program to be used by the small and mid-sized libraries in our state.