**Custer County Library Board**

**Minutes**

**November 18, 2020 Zoom Meeting**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, November 18th via Zoom Meeting. Persons in attendance were Trustees Marcy Swanda, Jim Laverick, Renee’ Starr, and Seyward Rittberger, and Library Director Doris Ann Mertz. Marcy chaired the meeting and called it to order at 1:03 p.m.*

**AGENDA CHANGES**

**MINUTES**

* **October 28th Board Minutes***: Renee’ moved to accept the minutes as presented. Seyward seconded the motion. Seyward – Aye, Jim – Aye, Renee’ – Aye, Marcy -- Aye.*

**TREASURER REPORT**:

* **GENERAL CHECKING :** *$15,789.72 as of November 5, 2020*
* **COUNTY SPREAD SHEET:** *Doris Ann will send an update via e-mail once new information is received from the Auditor’s Office.*

**LIBRARIAN REPORT:** *In addition to the following topics, the trustees received a copy of the year-to-date annual statistics.*

* **Foundation –** *The Foundation met on November 12th. They approved moving $56,000 from Edward Jones to the checking account in order to reimburse Custer County for Library Addition related expenses incurred beyond the County’s $150,000. The total for Foundation-covered expenses at this point is $59,369.53. They are still working on a fundraising newsletter, but it won’t get sent out this calendar year.*
* **CARES Technology Grant Final Report** – submitted November 16
* **ACT Prep Sessions** – 11/6 (13 students), 11/13 (15 students). Scheduled for 11/20 and 12/4 & 11 at 0930 at CHS
* **CHS Mock Interviews** – November 18, 11 a.m. to 1 p. m.

**UNFINISHED BUSINESS***:*

* **Facilities Improvement** *– The addition is complete, and the Foundation is taking action to pay the County for their part of the expenses incurred thus far. The parking lot is complete, but there is some question as to whether a section of the concrete with cosmetic issues will be removed and replaced or if a discount will be provided. The concrete is structurally sound, but is not smooth because the contractors struggled with snowfall that wasn’t forecasted. The County has asked for a couple of change orders: ice dams added for the roof and concrete bollards in front of the propane tank. The County will finance these additions.*
* **COVID-19 Discussion** *– The Board plans to continue with the current protocols.*
* **Director Evaluation –** *Marcy conferred with the other trustees via e-mail to get input into the 2020 Library Director Evaluation. Marcy compiled the feedback on the County form, and the evaluation was shared during the meeting on the Zoom screen. Marcy and Doris Ann will sign the evaluation and forward a copy to the Human Resources Office.*
* **Mary’s Retirement** – *Doris Ann has ordered 8 dozen cupcakes from Betty Nicholson for Mary’s Open House/Retirement celebration on November 20th. The library will also provide bottled water with individual mix-in packets. Providing individual refreshments and running the Open House throughout the entire day should allow us to offer a safe, COVID-conscious celebration. Since Doris Ann spent less than she had budgeted on the refreshments, she spent more on a nice, 17” wooden clock to commemorate Mary’s 25 years of service. She received an update saying that the clock will not make it here by Mary’s retirement. She plans to show Mary a picture of it and present the real clock to her at a later date.*

**NEW BUSINESS***:*

* **New Library Assistant –** *Kate Shelton started working at the library on November 3rd. She has a B.A. in Communication from the University of Maryland with an emphasis on Digital Media and Visual Communications. She is talented, likeable, and competent and will be a great addition to our team.*
* **Open House –** *The Foundation has decided to postpone discussions of an Open House to celebrate the Library Addition until local COVID transmissions have subsided. Those who want to tour the addition when they drop by for Mary’s Retirement or to check out materials are welcome to do so.*
* **Library Trustee Opening –***The Board needs to consider candidates for the open library trustee position.*

**ANNOUNCEMENTS:**

* ACT Prep – November 20th and December 4th and 11th
* Adult Take-n-Make Coffee Sugar Scrub on November 19th
* Kid Take-n-Make Turkey Windsock on November 20th
* Mary’s Retirement Open House on November 20th – all day
* CLOSED for Thanksgiving on November 26th-28th

**NEXT MEETING:** *December 16th at 1 p.m.*

**ADJOURNMENT:** *The meeting was adjourned at 1:35 p.m.*

**

Doris Ann Mertz

Secretary/Treasurer