**Custer County Library Foundation**

**Meeting Minutes March 18, 2021**

**Call to Order:** The Custer County Library Foundation (CCLF) Council meeting was called to order Thursday, March 18, 2021 at 1:00 P.M. by President Rose Kor. Foundation Members also in attendance were Katherine Wakefield, Kim Canete, Laura Burns, Renee Starr, and Doris Ann Mertz. All participants were masked and social distanced in the Storytime Room.

**Agenda Review:**  President Kor presented the agenda for the meeting.

**Minutes of January 28, 2021 Annual Meeting:** The minutes from the annual meeting were reviewed on-line, again at the meeting and were approved and placed on file.

**Treasurer's Report:**

* **Checking Account:** Current balance of the checking account is $5,970. Since the last meeting there have been two checks written;
  + #1133 to Edward Jones to invest $4,000 into Guided Solutions and
  + #1134 to Southern Hill Publishing for the notice of the annual meeting.

The 2021 deposits since the last meeting total $1,596. Total deposits for 2021 are $2,775.

See the attached Checking Account spreadsheet for the detail of deposits from the following sources;

* Paypal $50 less $1.40 fee-Kristy Ward
* Memberships $25-Starr, Kor, Canete, Mertz & Snow
* Amazon Smile Foundation $57.90
* Network for Good FB $264.50
* Donations $1,200-Linde, Jackson & Bonaden. Thank you letters/cards have been mailed.
* **Edward Jones Investments:** The ending balance for February 26, 2021 is $261,508. In February we transferred $72,081 from Corporate Select and $4,000 from checking into the investments in Guided Solution accounts. Change in value for the year to date is a decrease of $265 (- .1%). The Treasurer confirmed with Kris Zerbe from Edward Jones that the Guided Solution fee is 1.08% per annum. This fee is charged monthly and is reported separately on the attached spreadsheet. Also included on the attached worksheet is a summary of the percent of cash in investment accounts both before and after we made the February transfers.
* **Dicussion:** There is some cash in checking above $4,000. Upcoming bills are the Vector Print bill for the thank you cards and new brochures. We may entertain a discussion in our next meeting about transferring excess cash from checking or if to reduce the cash balance in investments. There is over $26,500 cash in investments. The Treasurer’s report was accepted as presented.

**Library Board and Librarian Report:**

* On March 5th, Doris Ann presented the 2020 Annual Report to the County Commissioners. The report summarizes the library income, expenses, holdings, services and activities during 2020. A copy is attached to the minutes. Doris Ann shared that the Commissioners showed their appreciation for the work done at the library and by library staff.
* The Library Board and staff are working on the Strategic Plan for 2022-2026. They are considering strengths, weaknesses and opportunities among other things in this process. They may ask the Foundation Board to offer ideas or review the draft when the time comes.
* Doris Ann and the Library Board are evaluating the Covid-19 situation to determine when “in-person” programs can be safe to conduct. Library staff is not eligible yet for the vaccine and this is an important factor. Doris Ann is going to recommend to staff that they get on the vaccine list at this time.
* They are still addressing sound issues in the new addition so that meetings are guaranteed needed privacy.
* The Tax Preparation programs at the library are not going as well as intended. No one has scheduled to use Meeting Room A to receive virtual tax assistance from AARP. The process is just too complicated. Also, Tax forms and instructions have not been available for those who expected to obtain those from the Library.
* The Library assisted and provided some books for the Book Sale Extravaganza which was a fund raiser for the High School Library.
* The library has been visiting the YMCA to provide story-times in-person.
* The library is planning and preparing for the Summer Reading Program, which has a theme of “Tails and Tales.” Thea served as a state-wide trainer for the program, which will result in a $900 grant/stipend from the State Library.

**Unfinished Business**

* **Five Year Plan and annual review** – Members specifically discussed the 2021 action plan. Some edits were suggested mostly regarding timing or need of the specific line item. Rose will make the revisions and send to members by email. A motion was made by Laura to approve and accept the 5-Year Plan with today’s edits. The motion was seconded by Kim. The revised plan will be filed with these minutes.
* **Adding/Changing Officers on bank account and Edward Jones:** This has been accomplished for both financial institutions. Additionally, Katherine now has on-line access to the Edward Jones accounts and is in the process of getting on-line access with the First Interstate Bank account for the Foundation checking account.
* **Annual filings of report**
  + Doris Ann has completed and submitted the IRS Form 990-N e-postcard for the Foundation
  + SD Secretary of State is due Oct 1. The form is not available until August.

**New Business**

* **Donor tree-** We are still using leaves that were part of the original purchase. Doris Ann has sent the leaves and the names for the new donors to WE Baum for engraving.
* **Donor Tree brochures –** Edits were made for the web site address and to refer to both Custer and Hermosa branches in the write-up. These were received by the library recently. Some were provided to the Hermosa Branch and the remainder is at the Custer Branch.

**Future Meeting:**

Next Meeting will be May 27, 2021 at 1:00.

The meeting was adjourned at 1:55 P.M.

Katherine Wakefield

Secretary/Treasurer

Attachments: Agenda, Checking Account and Investment Spreadsheets, Library Report and Library Board Meeting Minutes, copy of Form 990-N, 2020 Annual Report, 5 Year Plan