**Custer County Library Board**

**Minutes**

**April 21, 2021 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, April 21st at the Custer County Library. Persons in attendance were Library Director Doris Ann Mertz and Trustees Marcy Swanda, Renée Starr, David Sutton, and Seyward Rittberger. Marcy chaired the meeting and called it to order at 1:03 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **March 17th Board Minutes***: Seyward made a motion to approve the March 17th board minutes. Renée seconded the motion. The motion carried.*

**TREASURER REPORT**:

* **GENERAL CHECKING: $13,590.01 as of 04/09/21**
* **COUNTY SPREADSHEET: Balance of $193,429.55 with 25.93% expended**

Note: *This number is still inaccurate. Some credits have been applied to the benefits accounts, but not enough.*

**LIBRARIAN REPORT:** *Trustees received a copy of the Librarian Report covering the topics below. The report is attached to and is part of this month’s minutes.*

* Foundation
* Early Learners Community
* Tax Preparation
* Fire at old Custer Elementary School
* ACT Prep
* Senior Mock Interviews
* Book End Craft Kits
* COVID Update

**UNFINISHED BUSINESS***:*

* **Facilities Improvement**

*The back parking lot is now open. Heat tape/wiring has not yet been installed in the gutters, the drain spouts, and the drain beneath the concrete.*

* **COVID-19 Discussion –** *In the Librarian Report (attached), Doris Ann presented a change in COVID-19 protocols based upon new information from the CDC and the percentage of the community now vaccinated. Dave made a motion to adopt the changed protocols. Seyward seconded the motion. The motion carried.*
* **Library Strategic Plan** – *Doris Ann presented the Trustees with a hard copy of the first 68 responses to the Google Form version of the Library Survey. The survey was posted on Facebook on April 16th and sent via email to the newsletter mailing list on April 19th. Results of the survey will be one source of information considered as the board develops a strategic plan for 2022-26.*

**NEW BUSINESS***:*

* **Technology Plan 2020-22 –** *The board reviewed the updates and revisions to the Technology Plan for 2020-22. Five of the original eight goals have been achieved. The revision contained five new goals. Renée made a motion to adopt the Technology Plan as updated and revised. Seyward seconded the motion. The motion carried.*

**ANNOUNCEMENTS:**

* Earth Day Succulent Take-n-Make for Teens/Adults – April 22nd
* Arbor Day Story-time – April 30th
* Early Learners Meeting – April 27th at 6 p.m. in the Pine Room
* Senior Mock Interviews – April 27th and 28th
* CCLF Meeting on May 27th at 1 p.m.
* Summer Reading – May 21st through July 28th

**NEXT MEETING:** *May 19th at 10:30 a.m. at the Hermosa Library. Followed by lunch at Lintz Brothers Pizza.*

**ADJOURNMENT:** *The meeting was adjourned at 2:27 p.m.*

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Doris Ann Mertz

Secretary/Treasurer

**Librarian Report – April 2021**

**CCL Foundation:** The Foundation adopted its Five-Year Plan and 2021 Acton Plan on March 18th. New donor tree leaves have arrived for the last year’s new donors, and donor brochures with the updated website information have been printed. The next meeting is May 27th at 1 p.m.

**Early Learners Community** – Black Hills Reads is encouraging Custer to become an “Early Learner Community.” Early meetings have included YMCA Childcare Director Erica VanHorn, CES Principal Barb Paulson, CCLF President Rose Kor, and me. We are going to invite other stakeholders to an interest meeting on April 27th at 6 p.m. in the Pine Room. Erica has been spearheading the effort. Rose will be one of the primary leaders of the project if we commit to it. She has experience in early childhood development oversight at the state level in Wyoming as well as at the national level.

**Tax Preparation** – Tax instruction booklets finally arrived on April 13th. No one has used the library to facilitate a meeting with the AARP tax preparers. The tax deadline was extended to May 17th.

**Fire at old Custer Elementary School** – An arson fire was extinguished at the old Custer Elementary School on April 11th. At this point, the damage to library furnishings stored in the loading dock on the north side where the smoke was billowing out is unknown.

**ACT Prep –** I have developed and uploaded a series of ACT Prep videos to a playlist on the library’s YouTube Channel. They may prove useful to students who have not had a chance to attend sessions in person. They may be found at <https://bit.ly/3adZfP0>.

**Senior Mock Interviews** – I will be participating in Senior Mock Interviews on April 28th from 1:30 to 3:30 p.m. They are still looking for interview panelists if anyone is interested. An email sent on April 13th has the details.

**Book End Craft Kits** – For National Library Week, we borrowed an idea from the Yankton Library and provided Take-n-Make kits for participants to paint/decoupage bookends and return them before the end of the month for use in the library. The high school art class saw the flyer and requested 30 of the kits.

**COVID Update** – In a CDC article update on April 5th, they reported that the latest studies “suggest that the risk of SARS-CoV-2 infection via the fomite transmission route is low, and generally less than 1 in 10,000, which means that each contact with a contaminated surface has less than a 1 in 10,000 chance of causing an infection.” In the same article, another study “evaluated the effectiveness of prevention measures that reduce the risk of fomite transmission and found that hand hygiene could substantially reduce the risk of SARS-CoV-2 transmission from contaminated surfaces, while surface disinfection once- or twice-per-day had little impact on reducing estimated risks.” Based upon these new findings, the percentage of our community that has been vaccinated, and the opportunity for staff to now get vaccinated, I suggest that we make the following immediate changes in our protocols:

* discontinue the quarantining of returned library materials,
* allow the returning of materials in both the indoor and outside book drop,
* discontinue disinfecting of the computer stations between users,
* return to our pre-COVID wipe-down of materials protocol, except using the disinfectant wipes, rather than simply a wet cloth,
* continue to provide foam hand sanitizer for staff use at the front desk,
* continue to provide gel sanitizer for patron use at the front of the library and the computer stations,
* provide a package of disinfectant wipes at the computer stations and on tables that patrons can use if they wish to wipe off the surfaces,
* eliminate the 30-minute time limit in the library,
* return to 2-30 minute session on the PCs, rather than 2- 15 minute sessions,
* offer newspaper and magazine access within the library,
* add the toys, puzzles, and tablet back to the children’s area, and
* continue to offer curbside service.

In addition to these immediate changes, I suggest that we begin to offer in-person programming at the library in June. This timing would allow staff who choose to pursue vaccination to have had a chance to do so and to be two weeks past the second shot. We could still offer outdoor programs when possible and reserve the large Pine Room as a backup plan when more than 10 participants are expected. We could continue to offer take-n-make kits to those who would rather not attend programs in person.