

Custer County Library Board Minutes

April 16, 2025

Custer County Library

The Custer County Library Board of Trustees met at 1:01 p.m. on Wednesday April 16th 2025, at the Custer Library. The people in attendance were Library Director Sarah Myers, County liaison Mark Hartman, Cheryl Dillon, Leo Van Sambeek, and Susan Swindal.

AGENDA CHANGES/CORRECTIONS

Sarah requested that the discussion of paying the Marco bill be added to the agenda under new business.

MINUTES

- ❖ **March 19th, 2025 Board Minutes:** *No changes to be made to the March meeting minutes. Leo made a motion to approve the March Board minutes. Susan seconded the motion. The motion carried.*

TREASURER REPORT: *The Board reviewed the March financials for the Library's General checking account. Sarah brought up an error in the library credit card account that resulted in a \$99 charge that should have been on a county credit card by another department. It was discussed to let the charge go through and then submit the documentation to request a refund check from the auditor's office. The Board also reviewed the March financials for the County Ledgers. Susan motioned to accept the financials, Leo seconded, and the motion carried.*

- ❖ GENERAL CHECKING: Balance of \$28,690.19 as of April 9th
- ❖ COUNTY SPREAD SHEET: Balance \$254,691.43 as of March 31st, 77.35% of budget

LIBRARIAN REPORT: *The Librarian Report is attached to and is part of this month's minutes.*

- ❖ Director Meeting Updates
- ❖ Programming Updates
- ❖ Strategic Plan Updates

OLD BUSINESS:

- ❖ Collection Development Policy- *The revised Collection Development policy was reviewed by county counsel and changes that they suggested were implemented. The updated draft was presented to the board for review and approval. Leo made the motion to adopt the revised policy. Susan seconded the motion, and the motion carried. Sarah will upload the revised policy on the library's website to be compliant with HB1239 statutes.*

NEW BUSINESS:

- ❖ Trustee Continuing Education Updates- *Sarah shared an updated copy of trustee training for 2024-2026. To get the required 45 hours over 3 years, the board is on pace to achieve this.*
- ❖ Marco Bill Payment Approval- *Sarah submitted the Marco printing bill for approval to be paid \$506.51. Leo made the motion for Sarah to pay this bill. Susan seconded the motion, and the motion carried.*
- ❖ Board Manual Content List- *Sarah presented the board with a document listing the essential and optional but helpful documents that would be needed for a board manual. As this is an item on the current strategic plan to create a board manual, Sarah requested help from trustees to pick an item on the list to draft and contribute towards the board manual. She*

suggested that if there are any items that are unfamiliar to a trustee that they can reach out to the director or library staff to guide with any information that would be helpful to complete the task. Trustees that were unable to be present at this meeting will be reached out to select an item to work on.

- ❖ *Hermosa Building Initiative- Leo presented updated floor plans that would scale back the initial floorplan for the Hermosa library. By doing so, this would cut back some of the upfront costs. It also allows that the project could be done in phases- essential library spaces in phase one and community and maker space additional space to be added on to the existing building for phase two. Strategy for funding ideas were discussed from the county, the Custer County Library Foundation, donations, or low interest loan options. It was suggested that another informational meeting in Hermosa would be a good idea to pursue in the next couple of months to keep traction on this project and to keep the community informed.*

ANNOUNCEMENTS

- ❖ Black Hills Mini Conference- Save the Date April 28th
- ❖ World Fest April 30th 4pm
- ❖ Black Hills Storytellers May 9th 7pm
- ❖ CLOSED- May 26th Memorial Day
- ❖ Updates for Hermosa-None

NEXT MEETING: *May 21st 1:00PM at the Hermosa Branch*

ADJOURNMENT: *Leo made the motion to adjourn with Susan as second. The meeting was adjourned at 2:11 pm.*



Sarah Myers
Secretary/Treasurer

April Director Report

Mar/Apr Director Meetings Updates

- **Commission Mtg 4/2-** Present the Food Pantry to the commission. It was well received. Also, submitted the Volunteer roster to the commission for insurance purposes.
- **Virtual Jump Start-** I attended via Zoom for a summer reading planning Jump Start provided by the State Library. I was able to come away with some ideas for summer and some contacts to reach out to people if I have questions.
- **SDLA Legislative Updates/Public Library Chat-** We discussed the state legislature updates as well as the federal IMLS developments. There was talk of a SDLA retreat to meet and strategy for legislative issues that will be introduced next year.
 - *Statewide contract for courier services expired April 30. Black Hills courier contract expires September 30. This will be at our July Consortium meeting. I should know more about budgeting then.*
- **Consortium Mtg-** Library Directors across the Black Hills met and discussed summer reading, grants, and IMLS funding. We are determining how funding will affect our services and what we can do to band together as a consortium. Courier was discussed. Around \$25,000 a year for current services. We are not sure how long the current funds are good until. MessageBee was also brought up. Spearfish will do the testing and set up so that other libraries will have a template on how to set things up.
- **Friends of the Library Discussion-** The Foundation met 4/10 to discuss the establishment of Friends of the Library. Organization structure was discussed to say that when we are actively reaching out people to be a part of the steering committee, we will have some structure to talk about while allowing some room for autonomy and buy in. We will be bringing the names of people to our next meeting in May to discuss who and how to reach out to them. A potential informational meeting in June to get things started.

Programming Updates

- **Summer Reading Plans**
 - *6-week program for all ages June-July*
 - *We would like to add more organizations that read as a group*
 - *Weekly incentives with drawings for larger prizes*
 - *Programs start in June going all the way into August*
 - *Flyer coming soon*
- **Hermosa**
 - *We plan to have Wednesdays be program day*

Strategic Plan Updates

- **Renew Your Library Card campaign**
 - *2-3 cards renewed every day. Will work with Foundation to fund this project.*
- **Board Manual Discussion- New Business**