**Custer County Library Board**

**Minutes**

**April 19, 2023 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, April 19th at the Custer County Library. Persons in attendance were Library Director Jessica Phelps, Assistant Library Director Sarah Myers, Library Assistant Hermosa Branch Director Bert Phillip, Teen Liaison to the Board Makenna Allen, and current Trustees Dave Sutton, Cheryl Dillon, Katie Wiederholt, Kibbon Rittberger, and Leo Van Sambeek. Dave chaired the meeting and called it to order at 12:55 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **March 15th Board Minutes***: Leo made a motion to approve the February Board minutes. Katie seconded the motion. The motion carried.*

**TREASURER REPORT**: *The Board discussed whether a Treasurer was needed, and decided not to have a Treasurer since Katie is a signer on the account and will be receiving the checking account statements and credit card breakdown monthly.*

* GENERAL CHECKING: Balance of $18,206.99 as of April 17, 2023
* COUNTY SPREAD SHEET:Balance $241,183.27

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

* Consortium Meeting Update
* Weeding Report
* Program Update
* Summer Reading

**OLD BUSINESS:**

* Legislative Update and review of policy of challenged material – *The Board reviewed the updated language for the Appeal Policy and Procedures. Cheryl made a motion to approve the revised language. Leo seconded the motion. The motion carried.*

**NEW BUSINESS***:*

* Review draft of “The Branch” floorplan. *Dave asked Leo to talk about the draft floorplan the Hermosa Building Committee is reviewing. Leo shared that he updated the square footage to enlarge the draft adult area. The consensus is that the draft plan includes items the Board supports and the Hermosa Building Committee will continue to work through specific items.*
* Notary Renewal – *Sarah’s notary is expiring at the end of May. She asked the Board if that is a service they wanted to continue to offer the community, and if so, if they would pay for the costs associated with the renewal. After discussing the particulars, Cheryl made a motion for Sarah to renew her notary at the Board’s expense. Katie seconded the motion, the motion carried. Neither the Library or Sarah will accept any monetary compensation for notary services during business hours.*
* Review draft Marketing Plan – *The Board received a draft marketing plan and discussed current issues with the marketing of library programs. In addition, the Board and library staff talked about social media posts and information listed on the website. Jessie brought up a continuing education class from The Information School at the University of Wisconsin-Madison that Sarah could take to learn more about social media. Katie made the motion to pay for Sarah to attend “What’s the Buzz?: Creating Organic Social Media Content With Wings.” Cheryl seconded the motion.*

*The Motion carried. The Board decided to table reviewing the Marketing Plan until after Sarah shares what she learns during class.*

**NEXT MEETING:** *May 17that 1 p.m at the Hermosa Library. The Board will meet for lunch at noon.*

**ADJOURNMENT:** *The meeting was adjourned at 2:00 p.m. Leo made the motion to adjorn and Cheryl seconded the motion. The motion carried.*



Jessica Phelps

Secretary/Treasurer

**April Librarian Report**

**Consortium Meeting Update:** The Black Hills Library Consortium met on April 13th in Rapid City. We agreed to grant permission to merge Authority Records in KOHA, which led to a discussion on cataloging. We agreed to have a 101 training for all catalogers. In addition, since many directors are new or new to KOHA, the consortium will be adding trainings for KOHA topics after our quarterly meetings. One director asked about general policies for sex offenders being in public libraries. This discussion led me to reviewing our policies and suggesting language to add to our policies.

**Weeding Report:** Since January 1st we’ve removed 686 books from the collection, 1 reference item, 9 audiobooks, and 83 videos from the collection due to lack of use or condition. Almost half of these items are nonfiction.

**Program Update:** Record Club in March was a media success. Sari and program attendees were featured in the Custer Chronicle. There has been a lot of chatter about next week’s program. Our tech week this month showcased the electronic resources available to our patrons via the state library. We saw limited engagement on social media, however, one person asked about one of the featured databases during checkout. Movie Night had 17 attendees and Spring Story Time on the 14th had 27 attendees. Additional April programs are listed in the Announcement section of the Agenda.

**Summer Reading Update:** ReadSquared, the app we use to track Summer Reading will be featured in May via Instagram Stories and Facebook Reels for our tech week. Thea will also be leading a ReadSquared refresher at a May Story Time. We are changing the prize structure this year, individuals will be eligible for weekly prizes if they read one hundred minutes that week, as well as grand prizes if they complete 600 minutes of reading during the entire six-week program. We will have Jeff Quinn back to perform his magic show to open the first Saturday in June.

In addition, we are doing outreach to try to focus on students at highest risk of learning loss during summer break. Thea will be visiting Custer Elementary and Custer Junior and Senior High to promote the program next month.