**Custer County Library Board**

**Minutes**

**August 17, 2022 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, August 17th at the Custer County Library. Persons in attendance were Library Director Jessie Phelps, Assistant Library Director Sarah Myers, Assistant Library Director for Hermosa Bert Phillip, and Trustees Renée Starr, Dave Sutton, Cheryl Dillon, and Marcy Swanda. Marcy chaired the meeting and called it to order at 12:58 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **July 20th Minutes***: Cheryl made a motion to approve the minutes. Renée seconded the motion. The motion carried*

**TREASURER REPORT**:

* **GENERAL CHECKING: $13,804.56 as of August 11, 2022**
* **COUNTY SPREAD SHEET: Balance: $121,348.45 Expended: 55.59%**

**LIBRARIAN REPORT:** *Trustees received a copy of the Librarian Report discussing the topics below via email prior to the meeting. The Librarian Report is attached to and is part of this month’s Minutes.*

* **Summer Reading**
* **Covid-19**
* **Foundation**
* **Circulation Assistant**

**UNFINISHED BUSINESS***:*

* **Scholarships for Library Staff –** *The Board discussed sending a request to the Custer County Library Foundation to create a scholarship fund for library staff in hopes of creating opportunities for advancement within the library system. Custer County is close to meeting the 10,000 resident threshold where a Masters degree is required of library directors, and the newly created position of Assistant Library Director requires a 4-year degree. The Board requested additional information about similar programs and a list of potential schools before sending a request to the Foundation.*

**NEW BUSINESS***:*

* **Hermosa Library –** *The County received a letter from the Town of Hermosa on 8/3/2022 stating their intention to charge the county $8,000 per year rent for the library beginning in January, 2023. The Board reviewed the letter, Bert Phillip provided a briefing of the situation, and the Board discussed possible solutions. Bert discussed the need for additional space for the library, as she would like to have a meeting area for multiple uses, including crafts, adult enrichment classes, art classes, kids services, and dungeons and dragons groups. The Board asked Jessie to brief Doris Ann Mertz on the situation and to begin looking into grants for contructing library buildings.*
* **Golden West Account –** *Jessie needs to be added to the Golden West.*
  + *Cheryl made a motion to remove Doris Ann Mertz and add Jessica Phelps to the Library Golden West Account. Dave seconded the motion. The motion carried.*
* **Covid closing policy/Emergency Closing** – *the Board discussed library policy around emergency closing procedures following the closure for Covid-19 earlier in the month.*
* **Board library volunteer opportunities –** *Marcy and Renée discussed their experiences shelving while the library was short-staffed due to Covid-19. They encouraged all Board Members to volunteer and better familiarize themselves with the collection and the needs of library users.*
* **City Council Liaison discussion** – *Jessie shared a conversation she had with Peg Ryan at the July 27th County Commission meeting regarding potentially adding a City Council Liaison to the Library Board. The Board does not see the need at this time.*

**ANNOUNCEMENTS:**

* SDLA Conference on September 28th – 30th in Brookings

**NEXT REGULAR MEETING:** *September 21st at 1 p.m.*

**ADJOURNMENT:** *The meeting was adjourned at 2:25 p.m.*

Jessica Phelps

Secretary/Treasurer

**Librarian Report – August 2022**

**Summer Reading:** Ended with a party at the library for the youngsters on 27 July. We offered face painting, extra-large bubbles, and a water slide for all participants. The Teen Program ended with an Ice Cream Party at Horatio’s on 11 August. The results of Summer Reading participation will be compiled for the September meeting.

**Covid:** The Library closed early on Tuesday, August 2nd and all day on Wednesday, August 3rd due to a building-wide outbreak of Covid-19. Curbside service was offered on August 4th, and the library fully reopened for patrons that Friday. Although we hope something like this does not happen again, we will begin working on emergency closing procedures to make the process more efficient.

**Foundation:** The Foundation will meet later this month to begin work on the annual newsletter/fundraising ask.

**Circulation Assistant**: Sarah Christiansen started Wednesday, August 10th as our new Library Assistant-Circulation. She is a warm addition to the team and her training is going well.