**Custer County Library Board**

**Minutes**

**December 14, 2022 Custer County Library**

*The Custer County Library Board of Trustees met at 11:00 a.m. on December 14th at the Custer County Library. Persons in attendance at the library were Library Director Jessie Phelps, Trustees Marcy Swanda and Dave Sutton. Attending via Zoom were Assistant Library Director Sarah Myers, Library Assistant – Hermosa Branch Bert Phillip, and Trustee Cheryl Dillon. Marcy chaired the meeting and called it to order at 11:09 a.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **November 16th Minutes***: Cheryl made a motion to approve the minutes. Dave seconded the motion. The motion carried.*

**TREASURER REPORT**:

* **GENERAL CHECKING: Balance of $14,967.71 as of December 12, 2022**
* **COUNTY SPREAD SHEET: Balance $29,531.02 92% Expended**

**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.*

* State Library Visit
* Hermosa Library Update
* January programs

**UNFINISHED BUSINESS***:*

* **Mile Up Marketing Invoice:** The itemized invoice from Mile Up Marketing was discussed and approved by the Board. All agreed that updating the website is important and that some of the items on the invoice could not be completed by staff in a timely manner. Dave made the motion to approve paying for the invoice. Cheryl seconded the motion. The motion carried.

**NEW BUSINESS***:*

* **Board Vacancies Vote –** Prior to the Board Meeting, Marcy Swanda, announced her intention to resign from her 6th and final year of service to the Library Board of Trustees. This opened up a second vacancy on the Board, as Renée Starr would reach the end of her second consecutive term at the end of December. Two individuals, Leo Van Sambeek, and Kibbon Rittberger, both of Hermosa, expressed interest in the original vacancy. Dave expressed his concerns with Marcy leaving the Board and the institutional knowledge that would be lost. Marcy conveyed that she was term limited as President and there would not be as much for her to do in her last year of service, and, as the Board begins to plan for an upcoming Hermosa Branch Library project, adding two Trustees from Hermosa would be a wise choice. Cheryl made the motion to approve both applicants, Dave, seconded the motion, the motion carried. Dave requested an in-person meeting with both Leo and Kibbon prior to them coming on the Board, and Bert agreed to set something up for all parties. Jessie will bring both names to the Custer County Commission for approval at their next meeting.
* **Custer County School Librarian KOHA** **privileges –** Doris Ann called from the school to request continuing to have privileges in the library management system due to the issuance of Custer County Library Cards this school year to each Junior High and High School student at Custer Junior and Senior High. Due to a consortium-wide request, Jessie had taken away Doris Ann’s elevated privileges and this created Doris Ann asking for access similar to library staff. Due to ambiguity around the purpose and usefulness of the school cards, the Board decided that Jessie and Doris Ann needed to meet to discuss the school cards and the exact access Doris Ann needs to achieve her goals.
* **Rapid City Journal invoice** – The Board discussed this item in conjunction with the Mile Up Marketing Invoice. The Rapid City Journal costs rose by $100 as of November 2022, with the invoice for 12-months coming in at $554.99. The subscription lapsed before the Board could approve the costs. During that time, only one patron asked why the Journal was no longer coming to the Library, but they understood why the Board needed to discuss whether to renew the subscription. Due to the diminished content in the Rapid City Journal, and the rising costs, the Board decided to end the subscription, but be open to revisiting the decision at a later date should the need arise. Dave made the motion to discontinue the subscription, Cheryl seconded the motion. The motion carried.
* **Teen Liaison to the Library** **Board** – Earlier in the year, Katie shared an idea to add a teen liaison to the Board. They agreed this is a great idea and to reach out to Doris Ann with Custer Schools to get a few names of teens who might be interested.
* **Position Description for Library Relief Opening** – Dave made the motion to approve the new position description for a Library Assistant – Relief employee(s) at the Custer Branch. Cheryl seconded the motion, the motion carried. Jessie will bring this to the next Commission meeting for approval.
* **2023 Meeting Dates** – It was agreed that meetings will continue to be held at 1pm on the 3rd Wednesday of the month.

**Announcements**

* That’s a Wrap on December 16th 12-5:30
* Final 2022 Storytime at 10 on December 16th, Christmas theme

**NEXT REGULAR MEETING:** *Annual Meeting, January 18th at 1 p.m.*

**ADJOURNMENT:** *Dave made the motion to adjurn and Cheryl seconded. The meeting was adjourned at 12:12 p.m.*



Jessica Phelps

Secretary/Treasurer

**Librarian Report/December 2022**

**Hermosa Library Update**

Town Board of Hermosa approved the rental agreement on 12/6/2023, Bert Phillip was in attendance representing the library. The Custer County Library Foundation opened a dedicated Hermosa Building Fund and can begin accepting donations. They transferred $500.00 to the fund.

**State Library Visit**

Two staff members from the State Library paid the library an official visit on 12/7/2022. We discussed priorities for the library in the next few years, immediate concerns, and marketing ideas. They will be following up on a few matters but it was a helpful visit and the overall mood was positive.

**January Programs**

On January 10th at 11am we will host staff from Jewel Cave for a book reading and craft aimed at younger children. We hope most of our regular Story Time families can attend. We also have a Life Story Writing Workshop with Dr. Molly Barari, is planned for January 21st at 1-3. This program is funded through a grant from the SD Humanities Council.