

**Custer County Library Board
Minutes**

December 18, 2024

Custer County Library

The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, December 18, 2024, at the Custer Library and via Zoom. Persons in attendance were Library Director Sarah Myers, Susan Swindal, Leo Van Sambeek, and County liaison Mark Hartman. Katie Wiederholt, Cheryl Dillon, Kibbon Rittberger, Makenna Allen, Hermosa branch manager Bert Phillip, and Jayne Leusink attending via Zoom.

AGENDA CHANGES/CORRECTIONS

No changes or corrections to the agenda. Leo made the motion to accept the agenda with Katie seconding the motion. The motion carried.

MINUTES

- ❖ **November 20th, 2024 Board Minutes:** *Leo made a motion to approve the November Board minutes. Susan seconded the motion. The motion carried.*

TREASURER REPORT: *The Board reviewed the November financials for the Library's General checking account. Sarah led a discussion regarding the extra funds in the account that had previously been motioned to transfer to the Library Foundation for investment. However, after consulting with the Foundation, it was determined that keeping the funds in the Library's checking account and investing them in a Certificate of Deposit (CD) would be a better option until the funds are needed. First Interstate Bank is currently offering a 7-month CD with a 4% APY, while Susan noted that Highmark Federal Credit Union has an 8-month CD with a 4.5% APY. While First Interstate Bank is the Library's existing banking partner, which simplifies the process of opening new accounts, Sarah offered to contact Highmark to determine the steps and documentation required to open an account there. She will report back to the Board with her findings. Cheryl made a motion to proceed with opening a CD for an amount that would leave at least \$5,000 in the checking account. Leo seconded the motion. The Board agreed that once the necessary information is gathered, the CD will be opened. The Board also reviewed the November financials for the County Ledgers. Leo motioned to accept the financials, Kibbon seconded, and the motion carried.*

- ❖ GENERAL CHECKING: Balance of \$24,093.85 as of December 12th
- ❖ COUNTY SPREAD SHEET: Balance \$271,290.63 as of November 30th 12.91% of budget

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

- ❖ Director Meeting Updates
 - Leo mentioned he knew some individuals that offered to teach ChatGPT as a program if there was interest for the library. Sarah was ok with getting their information to reach out to them for more details for a program.
- ❖ Legislative Updates
 - Sarah will work on drafting some talking points to be sent out in a letter from the library board in support of the South Dakota State Library to be sent to the appropriations committee.
 - Bert will be working an article to be sent to the Hermosa Newsletter in time to meet their deadline.
- ❖ Programming Updates

OLD BUSINESS:

- ❖ Collection Development Policy- Draft- *The Collection Development policy draft was reviewed and no corrections or additions were noted. Susan made the motion to adopt the revised version on the Collection Development policy. Leo seconded the motion and the motion carried.*

NEW BUSINESS:

- ❖ 2025 Hours of Operation Schedule- Approval -*Kibbon made the motion to accept the presented Hours of Operations Schedule for 2025. Susan seconded the motion and the motion carried.*
- ❖ 2025 Board Meeting Schedule- Approval and picking Hermosa dates- *Sarah presented the 2025 schedule for the board meeting schedule. It was noticed that all the dates read 2024. Corrections were suggested to read 2025. Hermosa dates were set for the May meeting and the September meeting. Leo made the motion to accept the 2025 Library Board meeting schedules with the suggested corrections. Kibbon seconded the motion and the motion carried.*
- ❖ Computer Use and Internet Safety Policy- Draft- *The Computer Use and Internet Safety Policy was presented. No correction or additions were made. Leo made a motion to adopt the revised Computer Use and Internet Safety Policy as presented. Katie seconded the motion with the motion being carried.*
- ❖ Minors Access to Materials Policy- Draft- *Sarah presented the Minors' Access to Library Materials and Services Policy, which was created to ensure the Custer County Library complies with SD House Bill 1197. Leo suggested two changes to the policy:*
 - *In the "Public Access Computer Filters" section, he recommended removing the mention of the SonicWall service provided by County IT. This change would future-proof the policy in case the service provider changes, reducing the need for updates.*
 - *In the "Safe Environment Policy" section, he suggested revising the phrasing to: "While in the library, children under the age of 10 should..." to improve grammar and readability.*

Kibbon made a motion to adopt the policy with the recommended changes, and Katie seconded. The motion carried, and the policy was adopted.
- ❖ Request for Reconsideration Form-Draft- *Sarah presented the Request for Reconsideration form referenced in the Collection Development Policy, which is used when cardholders wish to request the removal of specific materials from the library's collection. Leo recommended changing the wording in the question "What specifically concerns you about this title?" by replacing "item" with "material" to align with the terminology used throughout the rest of the form. Katie made a motion to approve the form with the recommended changes, and Susan seconded. The motion carried.*
- ❖ Innovative Nonprofit- Capacity Grant Update- *Sarah presented the invoice from Innovative Nonprofit for services rendered for our Strategic Planning. This will complete the terms of services agreed upon when receiving the grant money. Leo made a motion to approve payment and Kibbon seconded the motion. The motion carried and Sarah will submit payment.*
 - Invoice to Pay

ANNOUNCEMENTS

- ❖ Closed December 23-25th | January 1st
- ❖ Sentenced Panel @Journey Museum 1/8/25

- ❖ Updates for Hermosa- *The Hermosa Open House on 12/13 had 36 people in attendance. Print outs for advocacy were given out.*

NEXT MEETING: *January 15th 1:00PM at the Custer County Library*

ADJOURNMENT: *Kibbon made the motion to adjourn with Susan as second. The meeting was adjourned at 1:53 pm.*



Sarah Myers
Secretary/Treasurer

December Director Report

Nov/Dec Director Meetings Updates

- ***Foundation Mtg-*** Working on annual newsletter. Prepared and sent out 12/12/2024.
- ***Staff Evaluations-*** Evaluations were due 12/6. I was able to sit down with staff. Discuss this current year and the goals we established last year. We talked about contributions to the library this year. And finally, what goals we wanted to set for 2025. I tried to tie in the Strategic Plan Action Items to make sure we are working towards those items.
- ***PLA Digital Literacy Workshop Incentive, supported by AT&T*** – I've been taking the onboarding classes. I have encouraged staff to do likewise. Next steps are getting the funds. Making purchases and setting up our sessions. I have reached out to both the Senior Center and Vet Services to see how we can collaborate.

Legislative Updates

- ***Proposed Budget for 2026 for State of SD-*** State Library will take massive cuts and we are concerned about the consequences to all communities but especially Here in Custer County. Listing a few things that will affect us:
 - ***Databases***
 - ***WhoFi***
 - ***Courier***
 - ***Travel Budget***
 - ***ILL***
 - ***Scan Day***
 - ***Jumpstart***
 - ***Library Institute Training***
 - ***Trainings on library related topics- Weeding, Policies, Grants and more***
 - ***We plan to have post cards, bookmarks, letter the chronicle, announcing at the commission. Meet with legislators as librarians in District 30***
 - ***There are GREAT Talking Points from SDLA. I will forward to you all.***

- *I will be speaking at Democrat breakfast Jan 4*
- *I have a meeting with Lea Anne McWhorter 3pm 12/18*
- *I will be speaking at the commission meeting 12/30*
- *I will get on Agenda for City Council 1/6*
- *The Foundation will be writing their own letters as a group to express their support for the state library.*
- *I will be doing a newspaper story after the new year.*
- *SD Searchlight article.*

Programming Updates

- *Santa's Village- Very productive event. 13 new card sign ups. Lots of cards updated. 74 entries to our raffle prize. 8 kids, 5 adults for story time. Page and a half newsletter sign ups.*
- *Open House day- 12/13 11-4:30pm. Advocacy, music, snacks, and community. Story time at the Courthouse Museum was great.*