**Custer County Library Board**

**Minutes**

**February 21, 2024 Custer County Library**

*The Custer County Library Board of Trustees met at 1:01 p.m. on Wednesday, Februry 21st at the Custer County Library. Persons in attendance were Library Director Sarah Myers, Katie Wiederholt, Cheryl Dillon, Kibbon Rittberger, Susan Swindal, and Mark Hartman. Library Assistant Branch Manager, Bert Phillip as well as Jayne Luesink joined via Zoom.*

**AGENDA CHANGES/CORRECTIONS**

*No changes were brought forward.*

**MINUTES**

* **January 17th Board Minutes***: Katie made a motion to approve the January Board minutes. Kibbon seconded the motion. The motion carried.*

**TREASURER REPORT**: *The Board reviewed the January financials for the Library in the General checking avvount. The end of year totals for the county funds were reviewed. January numbers were not yet provided. Kibbon made a motion to accept the financials. Susan seconded and the motion carried.*

* GENERAL CHECKING: Balance of $18,055.07 as of February 16th
* COUNTY SPREAD SHEET:Balance $36,997.26 as of December 31st, 2023
* As of Feb 18th, no January Ledger Numbers

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

* Director Meeting Update
* Public Library Survey 2023 Results
* Hiring Process Update

**OLD BUSINESS***:*

* Circulation Policy and Patron Types Rules- Tabled
* Library Closure Procedure- Tabled
* Meeting Room Policy- Tabled
* Marketing Plan- SWOT Analysis- Tabled

*There were many pressing current business items that needed addressed before returning to old business items.*

**NEW BUSINESS***:*

* Public Library Survey Results for 2023- Review and Approve- *The 2023 Public Library Survey results were discussed. The main highlights were presented in an infographic and a comparison sheet generated from the survey results. See attached for the specifics. Katie made the motion to approve the report presented by the director. Susan secoded the motion and the motion carried.*
* Lending and Fee Policy Review- *Tabled*
* Hermosa Building Initiative Update- *Tabled*
* Executive Session- Director Evaluation- *Katie motioned to enter into executive session at 1:37 p.m. for the 6 month evaluation of the library director. Executive session ended at 2:04 p.m. It has been determined that the director has completed her 6 month’s probation as director.*

**ANNOUNCEMENTS**

* Leap Year Painting for Teens and Tweens- Feb 29th 4:30pm
* Booth at the Family Resource Fair- Mar 9th 10-2PM
* Mini- Conference @ Rapid City Public Library- Apr 22nd
* *Bert gave an update for the programming events at the Hermosa Library. She is getting kids at her weekly storytime and great success with the adult program about dehydrating. She adticipates furture events about freeze dry and hydroponics.*

**NEXT MEETING:** *March 20th at 1 p.m. at the Custer Library.*

**ADJOURNMENT:** *Katie made the motion to adjourn and Kibbon seconded the motion. The motion carried. The meeting was adjourned at 2:10 p.m.*



Sarah Myers

Secretary/Treasurer

**February Director Report**

***Jan/Feb Director Meetings Updates***

* Strategic Planning Workshop with Innovative Non-Profit- *Jan 26th* – *main takeaways were SWOT, review your plan annually and only set it for THREE YEARS at a time. Cost/benefit analysis. Spread the ownership.*

***Public Library Survey for 2023***

*The director has worked through statistics and data to get all the results in. See infographic, spreadsheets, and statistic from the survey for particulars. See attached.*

***Interviews for Circulation Library Assistant Position***

*We had a total of 11 new applications and 5 from the previous pool from 2023. Five interviews were held. All great interviews and we added to our process a shelving skills form to give applicants the opportunity to see how well they are familiar with shelving. The director will be making reference calls Wednesday and will offer the position sometime this week.*

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