

# Custer County Library Board Minutes

January 21, 2026

Custer County Library

*The Custer County Library Board of Trustees met at 12:57 p.m. on Wednesday, January 21, 2026, at the Custer County Library. Board members in attendance were Susan Swindal, Kibbon Rittberger, Katie Wiederholt Cheryl Dillon, and Tracy Fish. Also in attendance was Library Director Sarah Myers.*

## **AGENDA CHANGES/CORRECTIONS**

*Sarah requested to add the Marco Bill oh \$630.71 to the agenda under new business.*

## **MINUTES**

- ❖ **November 19<sup>th</sup>, 2025 Board Minutes:** *No changes to the November meeting minutes.*
- ❖ **January 6<sup>th</sup>, 2026 Special Meeting Minutes:** *No changes to the special meeting held on January 6<sup>th</sup>.*

*Katie made a motion to accept the November 19<sup>th</sup>, 2025 minutes as well as the January 6<sup>th</sup>, 2026 special meeting minutes. Susan seconded the motion and the motion carried.*

**TREASURER REPORT:** *The Board reviewed the December and January financials for the Library's General checking account. The Board also reviewed the December and January financials for the County Ledgers. Susan motioned to accept the financials, Kibbon seconded, and the motion carried. Sarah will present a greater breakdown at the February board meeting.*

- ❖ **GENERAL CHECKING:** Balance of \$29,108.96 as of December 31<sup>st</sup>, 2025  
Balance of \$28,260.61 as of January 17<sup>th</sup>, 2026
- ❖ **COUNTY SPREAD SHEET:** Balance \$17,904.09 as of December 31<sup>st</sup>, 5.43% remaining

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

- ❖ Director Meeting Updates
- ❖ Programming Updates
- ❖ Strategic Plan Updates

## **OLD BUSINESS:**

- ❖ **Innovative Nonprofit Consultant Opportunity-** *Sarah provided an update on the United Way/Innovative Nonprofit consultant opportunity. Following discussion, Tracy made a motion to authorize Innovative Nonprofit to pursue the USDA Rural Development Community Facilities Direct Loan & Grant Program as part of the contracted hours, in order to prepare the documentation needed to support an application for a new library facility in the Hermosa area. Katie seconded the motion. The motion carried.*

## **NEW BUSINESS:**

- ❖ **Marco Bill-** *Sarah noted that the Marco billing cycle does not always align with board meeting dates. Katie made a motion to authorize Sarah to pay Marco invoices as they arise, not to exceed \$1,000 without additional board approval. Tracy seconded the motion. The motion carried.*
- ❖ **Appointment of 2026 Officers –** *The Board opened the floor for the election of officers for 2026. Cheryl made a motion to elect Katie as Chair. Tracy seconded the motion. The motion carried. Kibbon made a motion to elect Susan as Vice Chair. Tracy seconded the motion. The*

*motion carried. Susan made a motion to elect Tracy as the Foundation Liaison. Katie seconded the motion. The motion carried.*

- ❖ Confidentiality and Conflict of Interest Agreements- *Sarah handed out confidentiality and conflict of interest forms to trustees to sign and return.*
- ❖ Fee Schedule Policy – *Sarah presented an updated copy of the Lending and Fee Policy to reflect the newly added service of faxing for \$1 per page. Tracy made the motion to accept the presented updated policy with Susan seconding the motion. The motion carried.*
- ❖ Executive Session for Personnel- Library Director Annual Evaluation- *Katie made a motion to enter executive session at 1:34 p.m. for personnel discussion. Susan seconded the motion. All were in favor. Kibbon made a motion to exit executive session at 2:08 p.m. Susan seconded the motion. The motion carried. The Board presented Sarah with her annual review as Library Director and will submit the evaluation to County HR.*

#### **ANNOUNCEMENTS**

- ❖ Library Closed for Martin Luther King Jr Day January 19<sup>th</sup>
- ❖ Foundation Annual Meeting- Jan 29<sup>th</sup> 1 PM
- ❖ "The Librarians" Film Screening with SDPB- Feb 25<sup>th</sup> 1:30 PM
- ❖ Updates for Hermosa

**NEXT MEETING:** *February 18<sup>th</sup> – 1:00PM at the Custer County Library.*

**ADJOURNMENT:** *The meeting adjourned at 2:09 pm.*



Sarah Myers  
Secretary/Treasurer

## January Director Report

### Nov/Dec/Jan Director Meetings Updates

- **INP call 12/12-** Spoke with Tara more about our grant opportunity options. She can either go ahead with researching all types of grants, or if we want to pivot and have some focus on the USDA grant possibility. We just need to let her know.
  - **USDA Rural Development Community Facilities Grant**
  - *This USDA program helps rural communities build or improve essential public facilities, and libraries are specifically eligible.*
  - *Funding can be used for new construction, renovation, and equipment, so it fits a new Hermosa Library building project really well.*
  - *It offers grants, low-interest fixed-rate loans, or a combination of both, which could make a large project more affordable and realistic.*
  - *The program prioritizes small rural communities and lower-income areas, and applications are accepted year-round.*
  - *Bottom line: this is one of the best programs out there for rural library buildings, and it's worth pursuing as a serious funding option for Hermosa.*
- **Mile Up Marketing call 12/23-** Sarah spoke with Luci. She is informing us of things coming down the pipeline that will affect us and we will need to be compliant by 2027. This is regarding website and being accessible to those with low vision or vision impairments. A lot of this sounded like make sure contrasting colors, fonts and the like are friendly to those with issues. Also, adding Alternative text to images that screen readers can read what is being shown in images and PDFs etc. This would come at a cost. She has also given me some resources so the things we upload can easily be compliant.
- **Commission mtg 12/30-** Held Open Meeting training for the commission. I have access to the powerpoint, so we hold our own training soon. This counts toward CE hours needed for trustees. Here are my main takeaways that we will need to address:
  - **Marco bills often come right after or due right before a meeting.** *They are usually over \$500. I would like to have authority to pay this outright. I don't want late bills. I acknowledge this is over my \$500 spending limit. I either need a motion to allow me to pay Marco (so by vendor), or the meeting after we acknowledge and ratify my action to do so. I don't know if we need to discuss the amount of discretionary spending. I am not sure when that amount was decided upon and if that is a reasonable amount.*
  - **Email voting is not open meeting compliant.** *There is no way to make the public aware of that vote with prior notice or access to give comments on that vote. We should consider what our bylaws say.*
- **Commission mtg 1/7-** Same commissioner liaison. Presented the 2026 board of trustee roster for acknowledgement. Also, got the recommendation of Tracy Fish approved.
- **Consortium mtg 1/8** – I am the new chair of the BHLC. Libby sharing hopefully to go live 2/9 statewide. One copy one user model items. No holds. Discussion how to handle lost or damaged books that are lent out through the BHLC. BHLC Libby user limits voted on and updated. Cardholders can check out 20 items at a time. Holds have

been reduced to 10 per cardholder. We were hoping for some marketing before the changes were made, but that has already gone into effect. I will be working on talking points, so we are able to explain why these changes have happened.

- ***FOL general meeting and advocacy session 1/15***- Held an all members meeting to go over 2025 and address goals for 2026. Afterwards those interested in helping stayed to talk about the current legislative session and what our game plan should be.

### ***Programming Updates***

- *Santa's Village*
- *HaHa Christmas Bazaar*
- *Caroling at the Nursing Home*
- *New Years at Noon*

### ***Strategic Plan Updates***

- Updated Board Reporting Document in Dropbox
- Installed the Aunt Flow Dispenser
- Set up iFax using TechSoup for a discount. We are able to send faxes now. HIPAA compliant option