**Custer County Library Board**

**Minutes**

**January 17, 2024 Custer County Library**

*The Custer County Library Board of Trustees met at 1 p.m. on Wednesday, January 17th at the Custer County Library. Persons in attendance were Library Director Sarah Myers, Library Assistant Hermosa Branch Director Bert Phillip, Katie Wiederholt, Cheryl Dillon, Kibbon Rittberger, Leo Van Sambeek, Susan Swindal, Makenna Allen, and Mike Busskohl.*

**AGENDA CHANGES/CORRECTIONS**

*No changes were brought forward.*

**MINUTES**

* **December 20th Board Minutes***: Kibbon made a motion to approve the December Board minutes. Susan seconded the motion. The motion carried.*

**TREASURER REPORT**: *The Board reviewed the December financials for the Library. Sarah Introduced the new format for record keeping for 2024 with the General Checking account. The board asked to go over where these funds come from and what a typical balance is for such funds. There were no updates for the County ledger to track spending. Mike reported that these report should come out some time of the current week. Those numbers will be gone over in the February meeting. Leo made a motion to accept the financials. Cheryl seconded and the motion carried.*

* GENERAL CHECKING: Balance of $17,455.19 as of January 12, 2024
* COUNTY SPREAD SHEET:Balance $63,821.27 as of November 30, 2023
  + No updated information from the county as of 1/13/2024

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

* Meetings Update for December
* Grant Presentation at Custer Lutheran Fellowship 1/14/24
* Meeting Room Booking System
* Public Library Survey Due in March

**OLD BUSINESS***:*

* Meeting Room Policy- *Changes made were presented and reviewed for the Meeting Room and Study Room Policy. Verbiage was added to state that a deposit may be required dependent on the event. An event reservation form was added to end. The fee schedule is the final piece to be presented at the next board meeting for final approval and adoption of the Meeting Room Policy.*
* Circulation Policy and Patron Type Rules- *this was tabled for the next meeting. Numbers of patrons in Hermosa outside of county limits is needed to help determining the board’s standing on non-resident cards.*
* Director Evaluation Form- *An evaluation form was distributed to board members for library director evaluation. There is no standardized form for the county, per HR, so any form of our choice is permitted. The board was invited to write down notes for the next meeting when going into Executive Session in February. They will then submit one form for HR.*
* Marketing Plan- *A SWOT analysis was handed out to fill out for next meeting to determine the Strengths, Weaknesses, Opportunities, and Threats for the marketing efforts of the Custer County Library.*

**NEW BUSINESS***:*

* Election of Officers and Liaison for 2024- *Katie nominated Cheryl for Chair for the Custer County library Board of Trustees. Leo seconded the motion. The motion carried. Kibbon nominated Katie to remain Vice Chair. Leo seconded the motion and the motion carried. Susan was nominated by Katie for the Library Foundation liaison position. Leo seconded the motion. The motion carried.*
* Library Closure Procedure- *Discussion of best practices for Inclement Weather closures and staff illness closures. The board discussed how closures happened in the past. It was decided that for emergency situations for instant closure, this should be director discretion with the director informing the library board and the commission. For discretionary closures, with knowledge of the closure in advance, the Custer County Commission and Library Board must approval must be given. A policy will be written and procedures established to have staff fully trained in these situations.*
* Hermosa Building Initiative Update- *Leo shared resources found for library planning guides. These will be shared electronically. Discussions of what action needs to take place next. The Building committee should meet to determine next actions. It was discussed of an informational meeting or perhaps something partnering with Hermosa Connects for the May Mixer.*
* Executive Session- *Leo moved that we enter Executive Session to discuss personnel. Cheryl seconded the motion. Executive session started at 1:49 p.pm and ended at 1:57 p.pm.*

**NEXT MEETING:** *February 21s at 1 p.m. at the Custer Library.*

**ADJOURNMENT:** *Cheryl made the motion to adjourn and Susan seconded the motion. The motion carried. The meeting was adjourned at 1:58 p.m.*



Sarah Myers

Secretary/Treasurer

**January Director Report**

***December Director Meetings Updates***

* Commission Meeting- *Jan 10th, a new commission liaison was assigned at the commission meeting. Mark Hartman is the new liaison to the library. Craig Hindle will remain the alternate. I have given him our 2024 meeting schedule as well as a short list of items for projects for 2024.*
* BHLC Meeting- *Annual Black Hills Library Consortium meeting on Jan 11th. New officers elected, with Sarah Myers stepping up to be Vice Chair. Overdue/Lost Items procedure through BHLC reviewed. Blocking Cards Guarantee/Guarantor.*
* Foundation Meeting- *New Foundation member, Audrey Alfson, will be VP. Kim Canete will be Sec. Update goals for this year. Support to the Library board in Hermosa Building initiative.*

***Grant Presentation***

The director will be going to Custer Lutheran Fellowship to accept a check from the Lila Van Wie Endowment. They are granting us $1000 for our Summer Reading Program. They want a short presentation for how the funds will be spent.

***Meeting Room Booking System***

The provider we used prior, Skedda, to make bookings for our meeting and study rooms has updated their pricing scale. What we got formerly for free, is not $40 a month effective 1/1/24. We did not have that budgeted. Luckily, WhoFi, who provides other services for the library. Staff training and familiarity with day to day use. We plan to have a public notice and education piece on how to use.

***Public Library Survey Due in March***

This will be worked into the director’s work load. It is due February 1st through March 31st. Signatures of the director, Library Board of Trustees Chairperson, and Custer County Commissioner Chairperson will be needed to submit in full.