**Custer County Library Board**

**Minutes**

**January 18, 2023 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, January 18th at the Custer County Library. Persons in attendance were County Commissioners Craig Hindle and Mike Busskohl, Library Director Jessica Phelps, Assistant Library Director Sarah Myers, Library Assistant Hermosa Branch Director Bert Phillip, Teen Liaison to the Library Board Makenna Allen, Outgoing Trustee Renée Starr, and current Trustees Dave Sutton, Cheryl Dillon, Katie Wiederholt, Kibbon Rittberger, and Leo Van Sambeek. Renée chaired the meeting and called it to order at 1:00 p.m.*

**AGENDA CHANGES/CORRECTIONS –** *Renée asked for a motion to amend the agenda to move the Executive Session from New Business to below the Treasurer Report. Cheryl made the motion, Katie Seconded the Motion, the motion carried.*

**MINUTES**

* **December 14th Board Minutes***: Dave made a motion to approve the December 14th board minutes. Cheryl seconded the motion. The motion carried*

**TREASURER REPORT**:

* GENERAL CHECKING: Balance of $15,711.84 as of December 31, 2022
* COUNTY SPREAD SHEET:Balance $6,997.57 97.2% Expended

**Executive Session:** *Dave made a motion to go into executive session (per SDCL 1-242(1) Personnel) at* *1:40 p.m. Cheryl seconded the motion. The motion carried. The executive session lasted until 1:50. No actions were taken outside of Executive Session.*

**LIBRARIAN REPORT:** *Trustees received a copy of the Librarian Report discussing the topics below and spreadsheets covering the statistics for 2021, which will be used to complete the 2021 Library Survey. The Librarian Report is attached to and is part of this month’s Minutes. Discussion during the librarian report is below.*

* Hermosa Library Update – *Dave asked the Commissioners present how the Board should interact with the Commission on the Hermosa Building Project. Commissioner Hindle suggested that treating the project similar to the 2020 addition would be helpful, with the Library Board and Library Foundation providing the specifics of what the library wants in a building. The sooner the process gets started the better and Jessie will present the information to the Commissioners as needed.*
* Rotary Club Visit
* Update from Black Hills Library Consortium Meeting

**UNFINISHED BUSINESS***:*

* Custer County School Librarian KOHA privileges—*Jessie discussed the purpose and uses of the school cards and explained options for limiting privileges in KOHA while allowing Doris Ann to help review school cards and tracking down any overdue items. Dave made a motion to approve access, Cheryl seconded the motion. The motion passed. Cheryl wants Jessie to explore ways to limit the access to school cards exclusively. Failing that, Katie suggested the library have Doris Ann sign a written agreement that she will not access non-school account information.*

**Welcome and Introduction of New Board Members:** The board welcomed Kibbon Rittberger and Leo Van Sambeek as members.

**Election of Officers/Appointment of Liaison**  *Cheryl made a motion to nominate Katie Wiederholt as Chair, however, Katie declined and said Vice Chair was more realistic with her schedule this year. Katie made a motion for Dave to become Chair. Leo seconded the motion for Dave Sutton to become Chair, Katie Wiederholt Vice Chair, and to appoint Cheryl Dillon as the Foundation Liaison. The motion carried.*

**Renee left and Dave chaired the remainder of the meeting**

**NEW BUSINESS***:*

* Welcome to Teen Liaison – *Makenna Allen joined the Board as the Teen Liaison today. She’s a high school sophomore and avid reader.*
* Items to transfer to Historical Society—*The Library currently keeps a Custer High School letter jacket in storage, and various state and West River historical publications but does not have the space, staff, or expertise to keep them preserved at the Custer County Library. Cheryl made a motion to send the items to the Historical Society if they are interested. Kibbon seconded the motion. The motion carried.*
* **Approval of Library Closure Days for 2023** – Due to Veterans day falling on Saturday, and the county recognizing the holiday on Friday, Jessie needs to request from the Commission that the library close on Saturday, November 11, 2023. *Leo made a motion to adopt the Library Closure Days as presented. Cheryl seconded the motion. The motion carried.*

**ANNOUNCEMENTS:**

* State Library Director, George Seamon, will be visiting on February 10th starting at 3:30pm, you all are welcome to meet him
* Upcoming Programs: January 19th Movie Night: Inside Out at 6pm, January 21st 1-3pm Life Story Writing Workshop, Story Time at 10am every Friday, Week of February 6th will be Maker Week highlighting the uses of our Cricut

**NEXT MEETING:** *February 15that 1 p.m.*

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



Jessica Phelps

Secretary/Treasurer

**January Librarian Report**

**Hermosa Library Update**: The Foundation opened a dedicated account that currently has a balance of $500.00, they will be meeting with Kris at Edward Jones to confirm the rate of return and which intervals.

**2022 Library Stats will be provided in person**

**Rotary Club Visit:** On January 16th I spoke in front of the Rotary Club. They donated $505.00 to the Library. I recommend we use the money for adult programming. They asked good questions about our budget, and requested an adult technology program on cell phones which we will schedule for the first week of March.

**Black Hills Library Consortium Meeting:** Rapid City Library will be using the Koha Cash Register function beginning this year, since one library is utilizing that feature all of us will create a cash register. We will be testing this feature out to see if it makes accounting easier. The BH Libraries Mini-Conference will be Monday, April 24th, we hope you all can make it, continuing education credits for Board Members will be earned by attending. There have been difficulties with books being delivered by the Courier and I offered to bring up the issue when the State Librarian visits in February.