

**Custer County Library Board
Minutes**

July 15, 2026

Custer County Library

The Custer County Library Board of Trustees met on Wednesday, July 15, 2026, at 1:00 p.m. at the Custer County Library. Board members present were Susan Swindal, Cheryl Dillon, and Tracy Fish. Kibbon Rittberger attended via online conferencing. Katie Wiederholt was absent. Also in attendance were Library Director Sarah Myers, Roberta Philip, and commissioner liaison, Mark Hartman. Vice Chair Susan Swindal called the meeting to order and presided over the meeting.

AGENDA CHANGES/CORRECTIONS

Tracy made the motion to correct the agenda to read July 15 rather than July 17 as the meeting date. Cheryl seconded the motion and the motion carried.

PUBLIC COMMENT

No public comment at this meeting.

MINUTES

- ❖ **June 17th, 2026 Board Minutes:** *No changes to the June meeting minutes. Cheryl made a motion to accept the minutes as presented. Tracy seconded the motion and the motion carried.*

TREASURER REPORT: *The Board reviewed the June financial statements for the Library's General Checking Account and the County ledgers. The May and June County ledgers were presented and discussed with the board. Tracy moved to approve the financial statements as presented. Cheryl seconded the motion. Motion carried.*

- ❖ **GENERAL CHECKING:** Balance of \$40,423.09 as of June 12, 2026
- ❖ **COUNTY SPREAD SHEET:** Balance \$189,716.17 as of June 30th, 53.95% remaining

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

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

OLD BUSINESS:

- ❖ Accreditation Update- *Sarah reported that the library's accreditation submission is nearly complete. She has reviewed the accreditation checklist and has begun submitting the required documentation. The remaining requirement is the evaluation of two additional programs held in 2026 to satisfy the program evaluation standard. She is working with staff to complete this final component before submitting the application.*

NEW BUSINESS:

- ❖ Hermosa Closure- August 7th- *Sarah requested board approval to close the Hermosa Branch on August 7 so staff could participate in the Custer County Fair book sale. She noted that this closure should be incorporated into the annual library closure calendar in future years but required board consideration for this year. Cheryl made a motion to approve closing the Hermosa Branch on August 7. Tracy seconded the motion, and the motion carried*

unanimously. Sarah also noted that she would present the closure request to the County Commission for approval.

- ❖ *Social Media/ Photo Use Policies- Sarah presented the Social Media Policy and the Photo Use Policy for board consideration. Tracy made a motion to approve both policies as presented. Cheryl seconded the motion, and the motion carried.*
- ❖ *Artificial Intelligence (AI) Policy – Sarah presented recommendations for addressing the library's use of artificial intelligence. She explained that, because the county has not yet adopted AI guidelines, she did not recommend creating a standalone AI policy at this time. Instead, she recommended incorporating AI-related language into existing policies, including the Privacy and Confidentiality Policy, Collection Development Policy, and Computer and Internet Use Policy. She also recommended developing a public statement for the library's website outlining the library's approach to AI, along with internal staff guidance. The board expressed agreement with this approach. No formal action was taken.*
- ❖ *Hermosa Building Committee- Sarah provided an update on the Hermosa Building Committee. She reported that the most recent meeting included representatives from the Town of Hermosa and the Library Foundation, who provided input and guidance. The committee continues to discuss the building's square footage and floor plan. The next meeting is scheduled for July 21 at 10:00 a.m. at the Hermosa Branch.*

ANNOUNCEMENTS

- ❖ *Closed for Gold Discovery Days – July 18th*
- ❖ *Library Entry in Gold Discovery Days Parade – July 18th 10am*
- ❖ *Ice-cream with Seniors – July 20th 2 pm*
- ❖ *Closed for Labor Day – Sept 7th*
- ❖ *Updates for Hermosa- The Hermosa Branch is wrapping up its Summer Reading Program, including prize distribution. The America 250 adult reading program continues to see strong participation. Staff have also begun end-of-summer cleanup tasks, including integrating new materials into the regular collection.*

NEXT MEETING: *September 16th – 1:00PM at the Hermosa Branch.*

ADJOURNMENT: *The meeting adjourned at 1:39 pm.*



Sarah Myers
Secretary/Treasurer

July Director's Report

June/July Director Meetings Updates

- **Power outages and surges-** We've experienced several power outages recently, which have highlighted opportunities to improve our emergency preparedness. While our emergency closure procedures have worked well, we've identified lighting as an area for improvement during outages. Staff will be working toward updating our emergency kit to include reliable lighting, such as flashlights, lanterns, or rechargeable lights. Having dedicated emergency lighting readily available will help staff safely assist patrons during an evacuation and access areas of the building without natural light when necessary.
- **July Consortium mtg-** Talks of getting Kadoka and possible Belle Fourche a part of the BHLC. Kadoka wants to be on the courier route before committing. Belle has a new director that there may be interest in joining.
- **Black Hills Consortium Courier Update-** 7/14 was our first courier drop. They are supposed to be here around 2 pm on Tuesday. I think they were working out some kinks this first round.
- **Mile Up Marketing-** Check paid for services rendered for accessibility updates to our website.

Programming Updates

- *SD One Book Author visit at the Sr Center. Matthew Davis- "A Biography of a Mountain"*
 - *Our discussion date will be in October*
- *Summer Reading portion has ended. We are now wrapping up our programming through August. Our September meeting will have all the final breakdowns of our summer program.*
 - *Sneak peak numbers, we did beat our minutes from last year so far by at least 50,000 minutes. Participants have until Jul 17 to log all final minutes.*
- *250th Reading Challenge Open House and Stats wrap up.*
- *Ice Cream at Assisted Living 7/20*
- *In the Parade 7/18 10 am*

Strategic Plan Updates

- Updated Board Reporting Document in Dropbox
- Hermosa building committee met in Hermosa 6/30