**Custer County Library Board**

**Minutes**

**July 20, 2022 Custer County Library**

*The Custer County Library Board of Trustees met at 12:30 p.m. on Wednesday, July 20th at the Custer County Library. Persons in attendance were outgoing Library Director Doris Ann Mertz, incoming Library Director Jessie Phelps, and Trustees Renée Starr, Dave Sutton, Cheryl Dillon, Marcy Swanda, and Katie Wiederholt. Marcy chaired the meeting and called it to order at 12:30 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **June 23rd Minutes***: Dave made a motion to approve the minutes. Cheryl seconded the motion. The motion carried*

**TREASURER REPORT**:

* **GENERAL CHECKING: $13,321.08 as of July 16, 2022**
* **COUNTY SPREAD SHEET: Balance: $145,986.14 Expended: 46.57%**

**LIBRARIAN REPORT:** *Trustees received a copy of the Librarian Report discussing the topics below via email prior to the meeting. The Librarian Report is attached to and is part of this month’s Minutes.*

* **Early Learner Scavenger Hunt**
* **Black Hills Library Consortium –** *Doris Ann and Jessie attended the third quarter consortium meeting held on July 19th in Rapid City. The Consortium adopted a revision to their bylaws and appointed two new members to the OverDrive Committee.*
* **Foundation**
* **Summer Reading**

**UNFINISHED BUSINESS***:*

* **2023 Budget Request Update –** *Doris Ann submitted a revised budget request to the Auditor last week. The request was the same presented to the Board at the June meeting except for a raise increase. Jessie briefed the Board on the discussion from this morning’s Department Head meeting. The Department Heads have decided to changed the raise request again based on the high inflation rates.*

**NEW BUSINESS***:*

* **Library Director –** *Jessica Phelps was hired as the Library Director with a starting date of July 11, 2022 and a salary of $47,500. She and Doris Ann have been training together and expect a smooth transition. She will need to be added to the library checking account and will need a credit card tied to that checking account.*
	+ *Cheryl made a motion to remove Doris Ann Mertz and add Jessica Phelps to the Custer County Library checking account #15-005-3. Dave seconded the motion. The motion carried.*
	+ *Renée made a motion to have a First Interstate Credit Card associated with Account #15-005-3 added for Jessica Phelps and to remove the credit card for Doris Ann Mertz. Katie seconded the motion. The motion carried.*
* **Assistant Library Director --** *The Board has decided that in order to provide for smooth operation of the library and to allow for succession planning a new position of Assistant Library Director should be created and an appropriate wage should be assigned. The creation of such a position and assignment of the wage will need to be taken to the Payroll Committee and the County Commission. The item is on the agenda for the July 27th Commission Meeting. Doris Ann will email the Payroll Committee with a request to discuss the position as soon as possible. Marcy, Renée, and Dave plan to attend the meeting on behalf of the Board.*
	+ *The Board reviewed a position description that was developed for the new Assistant Library Director position. After discussion, the board decided that the qualifications should be changed to reflect the same qualification requirements as the Library Director. Renée made a motion to adopt the proposed Assistant Library Director position with the discussed changes in qualifications. Katie seconded the motion. The motion carried.*
	+ *The Board looked at the County wage scale to find an appropriate pay level on the scale. Katie made a motion to request a wage of $17.21/hour based on Grade 3, Step 2 (for Sarah’s two years of experience). Cheryl seconded the motion. The motion carried.*
	+ *Katie made a motion to have a First Interstate Card associated with Account #15-005-3 created for Sarah Myers. Cheryl seconded the motion. The motion carried.*
* **Circulation Assistant –** *Jessie briefed the board on the status of the advertised position. She has four applicants and is interested in interviewing two of them. She will try to schedule interviews for early next week.*

**ANNOUNCEMENTS:**

* Open House Today from 3 to 6 p.m.
* Summer Reading Party with Inflatables on July 27th at 10:00 a.m.
* Book Chat on July 28th at 4:30 p.m.
* SDLA Conference on September 28th – 30th in Brookings

**NEXT REGULAR MEETING:** *August 17th at 1 p.m.*

**ADJOURNMENT:** *The meeting was adjourned at 1:40 p.m.*

**

Doris Ann Mertz

Secretary/Treasurer

**Librarian Report – July 2022**

**Early Learner Scavenger Hunt:** The Custer Early Learning Committee hosted a Scavenger Hunt again during the Old Time Country Fourth Kids Fair. Participation was excellent as we handed out 75 prizes to those who completed the Hunt. The Chamber would like for the group to offer the Scavenger Hunt again during the Fall Festival.

**Black Hills Library Consortium:**  Meeting on July 19th at 10:00 a.m. in Rapid City. Oral report.

**Foundation:** The Foundation will meet on July 25th at 1:00 p.m. We will be changing the Registered Agent with the South Dakota Secretary of State from Doris Ann Mertz to Jessica Phelps.

**Summer Reading:** Summer Reading is in full swing and is going strong. More teens are showing up for programs than in the past. The Hermosa Program (Mermaid Slime) had 9 children attend besides the 13 Summer School students that I escorted over from the school. The Summer Reading Party will be held on July 27th at 10:00 a.m. at the Custer Elementary School. Thea has many fun activities planned, such as an inflatable slip ‘n slide, face painting, water games, giant bubbles, prizes, and snacks. You will receive the results of Summer Reading participation at a future board meeting.