

**Custer County Library Board
Minutes**

June 18, 2025

Custer County Library

The Custer County Library Board of Trustees met at 12:58 p.m. on Wednesday June 18th, 2025, at the Custer County Library. The people in attendance were Library Director Sarah Myers, County liaison Mark Hartman, Cheryl Dillon, Kibbon Rittberger, Katie Wiederholt, and Susan Swindal. Attending via Zoom was Leo Van Sambeek.

AGENDA CHANGES/CORRECTIONS

No changes requested for the agenda.

MINUTES

- ❖ **May 21st, 2025, Board Minutes:** *No changes to be made to the May meeting minutes. Katie made a motion to approve the May Board minutes. Kibbon seconded the motion. The motion carried.*

TREASURER REPORT: *The Board reviewed the May financials for the Library's General checking account. The Board also reviewed the May financials for the County Ledgers. Susan motioned to accept the financials, Katie seconded, and the motion carried.*

- ❖ **GENERAL CHECKING:** Balance of \$30,324.03 as of June 13th
- ❖ **COUNTY SPREAD SHEET:** Balance \$204,947.67 as of May 31st, 62.18 % of budget

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:

- ❖ **Board Manual Content List- Continued Discussion-** *Sarah led a discussion of the progress made on the creating of the board manual. Susan discussed what information should be in the organizational flow chart. The board agreed that contact information of trustees will be listed in the board manual as it will be an internal document.*

NEW BUSINESS:

- ❖ **Volunteer Policy Update-** *Sarah provided an update on upcoming changes related to volunteers. She presented the following documents for trustee review: Volunteer Role Description, Volunteer Policy, Volunteer Orientation Checklist, and Volunteer Code of Conduct. It was recommended that these documents be approved once the language aligns with county policies, particularly in areas concerning minors, background checks, and consistency in volunteer practices.*
- ❖ **Privacy and Messaging Terms & Conditions for MessageBee-** *Sarah presented the Privacy Policy and SMS Messaging Terms and Conditions required to implement SMS messaging for Custer. Leo moved to adopt the Privacy Policy as written; Katie seconded, and the motion carried. Kibbon moved to adopt the SMS Messaging Terms and Conditions; Susan seconded, and the motion carried.*

- ❖ Hermosa Building Initiative- *Leo reported no new developments. Mark, commission liaison, stated that he would attend an upcoming Hermosa Town Hall meeting to request fee waivers for the building project and will report back afterward.*

ANNOUNCEMENTS

- ❖ Closed June 19th for Juneteenth
- ❖ Closed July 4-5 for Independence Day
- ❖ Updates for Hermosa

NEXT MEETING: *July 16th at 1:00PM at the Custer County Library*

ADJOURNMENT: *Kibbon made the motion to adjourn with Susan as second. The meeting was adjourned at 1:48 pm.*



Sarah Myers
Secretary/Treasurer

June Director Report

May/June Director Meetings Updates

- ***Commission Mtg 6/11-*** I spoke with the commissioners in executive session regarding background checks and volunteers. More to be discussed as an agenda item.
- ***Friends of the Library Meeting on 6-20 to come.***

Programming Updates

- *Summer Reading Plans*
 - *As of 6/13 we have 176 individuals signed up.*
 - *Summer Reading Kick off 6/14 Donuts and Doodles- Attendance 86*
 - *Slime Teen Tuesday- 22 kids*
- *Hermosa*
 - *Hermosa has their first program 6/18 11am Donuts and Doodles*

Strategic Plan Updates

- *See spreadsheet for progress*
 - ***Food Pantry-*** Food delivery on 6-23 at 2 pm.
 - ***Volunteer Documents/Policies***
 - ***Interview for the Hermosa relief position on 6/23.***