**Custer County Library Board**

**Minutes**

**June 21, 2023 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, June 21st at the Custer County LIbrary. Persons in attendance were Outgoing Library Director Jessica Phelps, Interim Library Director Sarah Myers, Library Assistant Hermosa Branch Director Bert Phillip, current Trustees Dave Sutton, Cheryl Dillon (via Zoom), Katie Wiederholt, Kibbon Rittberger, Leo Van Sambeek, and Commissioner Busskohl. Dave chaired the meeting and called it to order at 1:00 p.m.*

**AGENDA CHANGES/CORRECTIONS**

* *Sarah introduces changes to the agenda to reflect discussion of the Thursday Garden Program and opening the library.*

**MINUTES**

* **April 19th Board Minutes***: Katie made a motion to approve the April Board minutes. Kibbon seconded the motion. The motion carried.*
* **June 14th Special Board Meeting Minutes***: Leo made a motion to approve the June Special Board Meeting minutes. Katie seconded the motion. The motion carried.*

**TREASURER REPORT**: *The Board reviewed the May finaincails for the Library and County ledger to track spending. No questions about the budget and spending.*

* GENERAL CHECKING: Balance of $18,365.72 as of June 20, 2023
* COUNTY SPREAD SHEET:Balance $195,546.95 as of June 20, 2023

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

* Interim Director Training – *an update was given of the transfer of information and duties needed fully act as director at the Custer County Library. Training and mentoring will continue with Jessie until after the 30th. The information was also shared that the library was approved by the County Commission to have a 20 hour/week assistance from their relief employees.*
* Library Institute Update- *it was recommended by the outgoing director to avoid sending two staff members away to Institute at the same time.*

**NEW BUSINESS***:*

* Discuss process of hiring a new Library Director – *Resumes and applications were reviewed by board memebers and discussion followed on who they would like to interview. The board was advised to work with Todd Fish, HR for Custer County to set up the necessary interviews. Dates and times were provided of what would work best for the group. The concern was brought up to modify the interview questions if applicants interview via Zoom. Jessie agreed to assist in modifying the questions accordingly.*
* AMENDED- Thursday Garden Program and Opening the Library – *Sarah brought up concern for the final garden program in the Community Garden on July 12th. Three staff are sent to run the program and with Jessie leaving, the library would be unstaffed to open at 11am that morning. It was proposed to open a few minutes late to allow staff to return to the library as quickly as possible. The board asked for a relief position to be trained to be able to open the library at its usual time.*

**Announcements**

* Painting as teen and adult program, June 22nd 3 PM
* Garden Program partnering with the YMCA
* June 29th at 4:15: Book Chat

**NEXT MEETING:** *July 19st at 1 p.m at the Custer Library.*

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



Sarah Myers

 Interim Secretary/Treasurer

**May Librarian Report**

**Library Card records review:** Myself and a volunteer went through library card application records and pulled them against a list of current cardholders in KOHA. We pulled about one and a half card catalog drawers full of card applications that were no longer valid and needed to be shredded. We used a two-part check to make sure we account for human error. There are about 25-50 card applications remaining to review because there are fines remaining or inadequate information. This is one item that can be checked off for accreditation.

**Summer Reading Update:** We are starting to solidify our programs and prizes and are beginning advertising in earnest. Today, Sarah and I are visiting with Frosty at the Hermosa School to discuss how we can incorporate our program with their Summer School and adequately advertise to the students. We have not yet heard back from Custer Elementary School about working with their summer school students. Thea visited with every Custer Elementary School class to discuss the program and many kids are excited. Local businesses have been quite generous with prizes as well, we are excited for our offerings.