**Custer County Library Board**

**Minutes**

**May 17, 2023 Hermosa Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, May 17th at the Hermosa Library. Persons in attendance were Library Director Jessica Phelps, Assistant Library Director Sarah Myers, Library Assistant Hermosa Branch Director Bert Phillip, current Trustees Dave Sutton, Cheryl Dillon, Katie Wiederholt (by phone), Kibbon Rittberger, and Leo Van Sambeek. Dave chaired the meeting and called it to order at 1:00 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **April 19th Board Minutes***: Kibbon made a motion to approve the April Board minutes. Cheryl seconded the motion. The motion carried.*

**TREASURER REPORT**: *The Board discussed whether to purchase a Quickbooks subscription or continue to use Excel to track expenses. Katie and Leo both agreed that Excel is the better choice at the moment.*

* GENERAL CHECKING: Balance of $18,341.13 as of May 12, 2023
* COUNTY SPREAD SHEET:Balance $216,544.42 as of May 12, 2023

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

* Library Card Review
* Summer Reading

**NEW BUSINESS***:*

* Discuss process of hiring a new Library Director – *Due to Jessie leaving, the Board discussed the need for an additional meeting in June. Leo made the motion to have a Library Board of Trustees meeting on June 21st at 1 pm in Custer. Kibbon seconded the motion. The motion carried.*

 *Dave asked if Sarah Myers, the current Assistant Library Director, would be willing to step in as an interim director if the Board is unable to fill the posisition prior to Jessie leaving on June 30th. Sarah agreed.*

* Podcasting – *Dave discussed the possibility of the library producing their own podcast. He learned about library podcasting while attending the Black Hills Library Mini Conference in late April and feels it is a good way to advertise. Some items needing finessed are the regularity, microphone costs, software costs, and staff time. Dave requested that Sarah have a white paper prepared on the subject at the July meeting.*
* Website hosting fee – *The library received a bill from our MileUp Marketing for a yearly webhosting fee of $25/month that was a significant increase from previous years which were $25/year. Jessie asked Cheyenne with the State Library if a monthly charge of $25 is the current going rate and was told that it is comparable to other hosting plans. Cheryl made a motion to pay the bill. Kibbon seconded the motion. The motion carried.*
* Review draft Technology Plan – *Jessie distributed a draft technology plan that is a simplification of the previous plan. The new director will need to review the details and provide input before the Board votes on adoption. Of note, a list of where all equipment is located and the service plan/who to call if it needs servicing is a recommended update.*

**NEXT MEETING:** *June 21st at 1 p.m at the Custer Library. The Board will meet for lunch at noon to say farewell to outgoing Library Director, Jessie Phelps.*

**ADJOURNMENT:** *Leo made the motion to adjorn and Cheryl seconded the motion. The motion carried. The meeting was adjourned at 1:42 p.m.*



Jessica Phelps

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.