**Custer County Library Board**

**Special Meeting Minutes**

**May 25, 2022 Custer County Library**

*The Custer County Library Board of Trustees met for a Special Meeting called by President Marcy Swanda at 1:00 p.m. on Wednesday, May 25th at the Custer County Library. Persons in attendance were Library Director Doris Ann Mertz; Trustees Dave Sutton, Cheryl Dillon, Marcy Swanda, and Katie Wiederholt; and County Commissioner/Library Board Liaison Craig Hindle. Trustee Renée Starr participated via phone. Marcy chaired the meeting and called it to order at 12:56 p.m.*

**NEW BUSINESS***:*

* **2022 Custer School District Helping Hands Award –** *Doris Ann shared with the Board that the library had been awarded the 2022 Helping Hands Award by the Custer School District at their banquet on May 12th at Crazy Horse. The written nomination mostly discussed the library’s support of students of the district during the COVID crisis. However, at the banquet, they also mentioned our Summer Reading Program, Story-time Program, ACT Prep, and the 1,000 Books Before Kindergarten programs.*
* **Library Director Position –** *Doris Ann informed the board she had accepted a job as the Custer School District Library Coordinator beginning in August of 2022. She submitted a letter of resignation with a final date of July 31, 2022 (attached). The board discussed the wording of the outreach and job advertisement as well as the starting salary. The county was advertising starting salaries at $40,000 for positions where no certifications were required prior to COVID. Department Heads who were hired with experience were then allowed to negotiate their starting pay with the County Commission. Since wages/salaries have increased after COVID and this position does require at least a Bachelor’s Degree and a Minor in Library Science or willingness to complete the SD Library Training Institute, the board, with Craig’s input decided to set the advertised salary at $45,000 to $50,000, depending on education and experience. Dave added that should a superstar candidate be found, that candidate could possibly negotiate a higher salary with the Board and Commission. The board agreed that the position should be advertised as soon as possible and state “open until filled.” Doris Ann collected the board’s input on the outreach notice, which will be changed to emphasize the desirability of the library and the position, rather than the desirability of the Black Hills. She will email an edited version to the library board. The board hopes to have the advertisement out by early next week. Once some qualified applications are received, the board can start scheduling interviews with candidates. They would like the participation of Human Resources Officer Tim Holland and Board Liaison Craig Hindle if possible.*
* **2023 Budget Request Approval –** *Doris Ann presented the proposed 2023 Budget Request with the disclaimer that her request was based upon a $.75/hr. raise for hourly employees and a $2,080 raise for the director, who is a salaried employee. She also based the request on a library director being hired at $47,000 this year. These amounts are just estimates. The actual raise amount will be negotiated with the Commissioners by the Department Heads through the Payroll Committee. Her request will be adjusted accordingly once that raise is approved. Her request will also be adjusted to reflect the amount at which the new director is hired. Doris Ann then reviewed the details of the 422 “Professional Fees” line item with the board as that code covers various subscription services for the library. This year’s request includes a $1,500 request for a video and audio streaming service, such as Hoopla, which patrons have been requesting for the past couple of years. This year’s request also includes $1,650 for Cyber Liability Insurance, which is what the library was accessed in 2022 after budgeting only $500. She explained that she needed to increase the requested amount for books and videos because these items cost more than they did in the recent past. The overall budget request presented was for $279,251.53, which includes $243,175.23 in Personnell Services, $17,100 in Other Expenditures, and $19,280 in Capital Outlay. This increase is 4.86% higher than the requested budget for 2022, which while significant, is much less than the 8.50% inflation rate. Dave made a motion to approve the proposed 2023 budget request. Cheryl seconded the motion. The motion carried.*

**NEXT MEETING:** *The board changed their previously scheduled June meeting to 10:00 a.m. on June 23rd in Hermosa. This rescheduling will allow more trustees to attend.*

**ADJOURNMENT:** *The meeting was adjourned at 1:47 p.m.*

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Doris Ann Mertz

Secretary/Treasurer

