**Custer County Library Board**

**Minutes**

**November 15, 2023 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, November 15th at the Custer County LIbrary. Persons in attendance were Library Director Sarah Myers, Library Assistant Hermosa Branch Director Bert Phillip, Katie Wierderholt, Cheryl Dillon, and Leo Van Sambeek, Kibbon Rittberger, Kendra Wright, and Jayne Leusink. Katie chaired the meeting in lieu of Dave and called it to order at 1:00 p.m.*

**AGENDA CHANGES/CORRECTIONS**

* *No changes or amendments to the agenda.*

**MINUTES**

* **October 18th Board Minutes***: Leo made a motion to approve the October Board minutes. Kibbon seconded the motion. The motion carried.*

**TREASURER REPORT**: *The Board reviewed the October finaincails for the Library and County ledger to track spending. Kibbon made a motion to accept the financials. Cheryl seconded and the motion carried.*

* GENERAL CHECKING: Balance of $19,736.69 as of November 11, 2023
* COUNTY SPREAD SHEET:Balance $85,552.39 as of October 30, 2023

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

* Financials Process and Updating Spreadsheets- *The Director was advised to reach out to the Custer County Library Foundation for supplemental funding with conferences coming up in 2024.*
* Accreditation Status
* October Meetings Updates

**OLD BUSINESS***:*

* Technology Plan – *The Technology Plan was discussed and changed made. Leo made the motion to adopt the presented Technology Plan. Cheryl seconded and the motion carried. The library director will update and submit the needed documentation for the Accreditation process.*
* Marketing Plan- *This item has been tabled until January of 2024.*

**NEW BUSINESS***:*

* Letters of Interest for Library Board- *Two candidates were discussed for the upcoming open position for the Library Board of Trustees. Leo made the motion to recommend Susan Estes-Swindal to be presented to the Commissioners for approval. Cheryl seconded and the motion carried.*
* Meeting Room Policy- *The current policy was discussed with items to consider such as for profit groups or individuals wanting to use the library meeting spaces for business purposes as well as ensuring equitable access to library spaces. The director will research what trends are considered in our area and statewide with libraries with meeting room spaces. The ALA was also sourced as a resource to consider what items to include in a meeting room policy. A draft will be presented and a future date for approval and adoption.*
* Circulation Policy and Patron Type Rules- *The library’s current policies on the Custer County Library website were presented and discussed. It was proposed to segment each policy instead of having them grouped in their current arrangement. This will be a process with the to review and update the main policies required for Accreditation and then expand from there. The director will draft a document to consider for Patron types and card requirements to be reviewed for our next board meeting.*
* Schedule for Board Meetings 2024- *The meeting schedule for 2024 was agreed upon. No meeting in June and leaving the other date to flex if there is bad weather. December will be the date to not meet if the “make-up day” is not used. It was agreed upon to meet in In June and October in Hermosa. See attached list of dates for official schedule.*

**NEXT MEETING:** *December 20th at 1 p.m at the Custer Library.*

**ADJOURNMENT:** *Cheryl made the motion to adjorn and Katie seconded the motion. The motion carried. The meeting was adjourned at 2:00 p.m.*



Sarah Myers

Secretary/Treasurer

**November Director Report**

***Financials Process and Updating Spreadsheets***

The director went before the County Commission this morning to discuss the 2023 budget for the library. It came to attention that some of the ledger lines will be over, but the overall budget should be under. The director has created spreadsheets to better manage the finances that accommodate her style of reconciling. Items to consider:

* Hermosa branch manager has not always been at Board Meetings. This is a new development from the previous director. This adds to the travel ledger and use of relief hours for Hermosa. This is an item to address for 2024.
* Travel/Conference is for both libraries. Should this be separated out? Ex. Utilities, Print Material, Furniture/Equipment.

***Accreditation Status***

The reach Exemplary status, all Essential and all Enhanced standards must be met. Two standards on the Exemplary can be skipped as long as they are not on the same category. We can focus on the Technology Plan and skip the Marketing Plan and still attain Exemplary status. The library director will submit for Accreditation before the Thanksgiving holiday.

***October Director Meetings Updates***

* Black Hills Library Consortium
  + Cataloging Standards for the Consortium
  + Patron Registration Requirements, photos, and DOB
  + Reciprocal Borrowing Grants for RCPL
* Regional Training
  + How are our policies? Are they user-friendly?
  + Reminder review and develop current and needed policies.
  + Onboarding for staff, trustees, and volunteers
  + Work toward a library handbook.

**LIBRARY BOARD MEETING DATES**

**THIRD WEDNESDAY in 2024**

**1:00 P.M. AT THE CUSTER COUNTY LIBRARY unless otherwise designated**

**DATES:**

January 17th, 2024

February 21st, 2024

March 20th, 2024

April 17th, 2024

May 15th, 2024- To meet in Hermosa

June 19th, 2024- No meeting scheduled

July 17th, 2024

August 21st, 2024

Septmeber 18th, 2024

October 16th, 2024- To meet in Hermosa

November 20th, 2024

December 18th, 2024

* One meeting has been “saved” for inclement weather make-up dates. If this date has not been used, it is propsed to not meet in Decemeber.