**Custer County Library Board**

**Minutes**

**October 19, 2022 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on October 19th at the Custer County Library. Persons in attendance were Library Director Jessie Phelps, Assistant Library Director Sarah Myers, Library Assistant – Hermosa Branch Bert Phillip, Trustees Renée Starr, Dave Sutton, Cheryl Dillon, and Marcy Swanda by phone. Marcy chaired the meeting and called it to order at 12:58 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **September 21st Minutes***: Dave made a motion to approve the minutes. Renée seconded the motion. The motion carried*

**TREASURER REPORT**:

* **GENERAL CHECKING: Balance of $13,943.20 as of October 14, 2022**
* **COUNTY SPREAD SHEET: Balance $70,979.50 74.02% Expended**

**LIBRARIAN REPORT:** *Trustees received a copy of the Librarian Report discussing the topics below via email prior to the meeting. The Librarian Report is attached to and is part of this month’s Minutes.*

* Collection Development/Weeding/Material relocation project at Custer Library
* Hermosa Library Update
* Library Substitute Position

**UNFINISHED BUSINESS***:*

* **Scholarships for Library Staff –***This item will be discussed at the next regular meeting.*

**NEW BUSINESS***:*

* Upcoming Board vacancy: *Renée Starr will be leaving the Board at the end of the year and Marcy discussed potential replacements for Renée. The Board would like an individual from the Hermosa area, if at all possible, to help get public input as work begins on planning the potential expansion.*
* Possible request to the Foundation to create a dedicated Hermosa Building Fund: *Discussion centered around the Hermosa expansion, and Jessie shared that she was approached about an option for donations to a specific Hermosa Building fund. The Board recognizes the need for such a fund. Dave made the motion to send the request, Cheryl seconded the motion, the motion carried.*
* Future Meeting Locations: *Marcy discussed an option for having additional Board meetings in Hermosa, that way the Board gets to know the area better, and Hermosa patrons can get to know the Library Board better. Bert mentioned having lunch at the American Legion when the Board is in Hermosa. An open house/meet the Board option was also discussed. Dave made the motion to have one more meeting in Hermosa next year, Cheryl seconded in the motion. The motion carried. The Library Board will have two meetings in Hermosa in 2023, tentatively, the May and November meetings.*
* Location of Library Director’s office: *The Board discussed the location of the Library Director’s office and the challenges it poses for the new director. Since the office is tucked away from the patrons and the staff, it is difficult for the director to get to know the patrons, what issues arise, and to work cohesively with staff. A move would foster better communication for everyone. Dave wanted to know what the staff thought, is there enough room, and how could the idea be communicated best to the staff. Sarah thought the idea had merit and that there is a gap for Jessie getting to know the patrons. She and Jessie both believe there is room after some rearranging and filing is complete.* *Renée made the motion to move the director’s office back to the library staff workroom, Dave seconded the motion. The motion carried. Work will begin immediately and Jessie hopes to have the move complete by the end of the year.*

**NEXT REGULAR MEETING:** *November 16th at 1 p.m.*

**ADJOURNMENT:** *Dave made the motion to adjurn and Renée seconded. The meeting was adjourned at 2:07 p.m.*



Jessica Phelps

Secretary/Treasurer

**Librarian Report/October 2022**

**Collection Development/Weeding/Material relocation project at Custer Library**: The library is in the beginning stages of a weeding project. The adult and juvenile non-fiction sections are not seeing as much circulation as other sections. After reviewing records from our database and looking at the books on the shelf, the age and condition of the books are a large reason for the lack of circulation. We would like to update a few areas in these sections. All staff are involved in reviewing specific subsections to make recommendations for collection development and removal from the collection. We would also like to collocate the DVD collections, which entails moving the Western and Non-fiction DVD collections into the main area of the library. We hope this increases circulation of these materials.

**Hermosa Library Update**: Most of the Board joined Bert and myself in meeting with the Hermosa Town Board President and Vice President, the Hermosa Town Board xxx, and Commissioner Hindle and Chairman Lintz on September 29th. The verbal agreement out of the meeting included a new lease ending in December, 2028, with similar terms to the 2009 lease, with a change being that the County will pay for the electric, which is on a separate meter from the rest of the building. I am currently working with the Auditor and States Attorney on an insurance issue we hope to iron out soon.

**Library Relief Position:** The Commissioners approved our request for a relief position at the Custer Branch. Sarah and I will work on the Position Description and then I’ll check in with Tim in HR for posting and a timeline for hiring. We would ideally like to have two people lined up since it most likely will be a short notice request when we need relief.

**Position Descriptions:** Sarah and I were reviewing her Position Description and noticed a few items that needed to be finessed, and a few items that are duplicative with other positions. We then reviewed the other position descriptions and decided to take a deeper dive. We will be updating you all on our progress with drafts at next month’s meeting.