

**Custer County Library Board
Minutes**

September 18, 2024

Custer County Library

The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, September 18, 2024, at the Hermosa Branch. Persons in attendance were Library Director Sarah Myers, Leo Van Sambeek, Kibbon Rittberger, Branch Manager Bert Phillip, Cheryl Dillon, Susan Swindal and Katie Wiederholt, Makenna Allen, and Jayne Leusink all via Zoom.

AGENDA CHANGES/CORRECTIONS

Sarah requested a change in the order of new business discussion. Order as follows: Tara Wilcox-INP, Trustee Terms Ending, and Schedule Review for Fall/Winter, Continuing Education for Trustees, Updated Trustee Handbook- Chapter 2, and Hermosa Building Initiative.

MINUTES

- ❖ **Aug 21st, 2024 Board Minutes:** *Kibbon made a motion to approve the August Board minutes. Susan seconded the motion. The motion carried.*

TREASURER REPORT: *The Board reviewed the August financials for the Library in the General checking account. Discussion of the unrestricted funds balance resulted in Leo making the motion to transfer the amount of \$8,000 to the Custer County Library Foundation. A better interest rate for funds that are not being used at the moment were considered. Kibbon seconded the motion and the motion carried. The Library Foundation would have the discretion to invest said funds as they see fit, and it was acknowledged if the funds were needed at a future date, a request to the Foundation would need to be made on project need basis. August financials were reviewed for the County Ledgers. Leo made a motion to accept the financials. Susan seconded and the motion carried.*

- ❖ **GENERAL CHECKING:** Balance of \$28,585.14 as of September 13th
- ❖ **COUNTY SPREAD SHEET:** Balance \$120,150.51 as of August 31st 38.57% of budget

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

- ❖ Director Meeting Update
- ❖ Rotary Presentation
- ❖ Programming Update

OLD BUSINESS:

- ❖ **Collection Development Policy- Draft-** *Sarah updated the board on the current status of the Collection Development policy for the library. Sarah made the changes at the end of the policy regarding the process of making a request for reconsideration. Since those changes were made, the policy was forwarded to legal for the county for review and comments. After any suggestions from legal are incorporated, a final draft will be presented to the board.*

NEW BUSINESS:

- ❖ **Innovative Nonprofit- Tara Wilcox- Capacity Grant Update-** *Tara Wilcox from Innovative Nonprofit presented to the board the strategic planning outline/timeline of what to expect from this whole process. She explained their organization does and how they will be working*

with the Custer County Library work towards strategic planning. Current survey results were shared with the notable amount of 54 community/member survey results submitted thus far. Discussion of further marketing of the survey questions were discussed.

- ❖ *Trustee Terms Ending- Confirm trustee terms and possible renewal for a second term- Both Cheryl and Katie are coming up to the close of their third year of being a library trustee. Both committed to a second term. Kibbon made the motion to submit Cheryl and Katie to the county commission for acknowledgment of extending to a second term.*
- ❖ *Schedule Review for Fall/Winter- The fall/winter board meeting schedule and board member schedules. If weather does not interfere with the October and November meetings, there will be no board meeting in December.*
- ❖ *Continuing Education for Trustees- We reviewed the current standing of library board continuing education. We are currently at 6 hours earned towards the group requirement of 15 hours. Sarah discussed different options that will help the board achieve this total. With the upcoming workshop on Strategic Planning in October, each attending trustee will earn 2 hours. Any group discussion from the Trustee Handbook would also count toward each trustee in attendance. A record will need to be kept and submitted to the State Library for final Trustee CE approval.*
- ❖ *Updated Trustee Handbook from SDSL- Chapter Two- The group discussed Chapter Two from the Trustee Handbook. See attached prompted questions used as discussion points from this chapter. One of the main takeaways identified from this discussion is the need for trustee orientation. A possible one page introduction of main concepts with bullets points was suggested. It is agreed that so much information is needed to be an effective board, that getting everyone on the same page is essential.*
- ❖ *Hermosa Building Initiative Update- Leo presented a current draft from changes made since the last meeting. Leo suggested this information to be shared with the Library Foundation to inform them on the latest updates. It was suggested that talking points to be developed that can be shared alongside the revised floorplan. Leo is requesting any feedback on the current floorplan for future revisions.*

ANNOUNCEMENTS

- ❖ *SDLA Conference in Aberdeen Sept 25-27*
- ❖ *Foundation Meeting October 24th, 1PM @ Custer County Library*
- ❖ *Updates for Hermosa- Hermosa Story Time will commence on October 2nd at 10am. Bert wanted to switch the day to Wednesday to target families with children ages 2-5 that are not yet in school.*

NEXT MEETING: *October 16th 12 p.m. at the Custer County Library for the Strategic Planning workshop with Innovative Nonprofit.*

ADJOURNMENT: *Kibbon made the motion to adjourn with Leo as second. The meeting was adjourned at 2:02 pm.*



Sarah Myers
Secretary/Treasurer

September Director Report

Aug/Sept Director Meetings Updates

- ***Capacity Grant Meetings***- We have received the \$5000 check and have paid half up front, half for when we are complete. Emma DeVos has been hands on through the whole process. I have met with her several times, even this morning. We are currently in survey phase. We have several different surveys out to different levels of stakeholders. Please make sure to fill out your survey as a foundation executive council member if you have not done so yet. The next big meeting will be October 16th at noon. We will be going over the “Health Check” of the organization- the Custer County Library. We will also be going over all the survey results that day. Plan for a 2 hour session and we will be providing a working lunch atmosphere. I would love for all that can make that meeting as possible. The foundation and staff will also be there.
- ***Library Foundation 9/12***- The Library Foundation is working on their annual newsletter. The main theme is showing the gaps that they help fund for the Custer County Library. We want to show what the history of giving to the Foundation has accomplished as well as where the Foundation can help in the future.
- ***Commission Mtgs/Budget Hearing*** – I was able to present our budget the board approved last meeting. The Commission was presented with our request and granted approval. We will be able to move forward with those funds starting Jan 2025.

Rotary Presentation and Funding Opportunity

- I will be presenting to the Rotary on September 30 to give an update from the library. They like to see what other organizations are doing in our community and the impact they make. Traditionally, the Rotary Club will then present the library with a \$500 check. I have a project in mind for these funds. The idea is to create a small, discreet shelf or cabinet in the library with nonperishable foods available for kids, teens, and families—no stigma, just a resource for those in need. We’ve had situations where children mentioned being hungry, and this could provide a simple solution. I’ve spoken briefly with Kim Canete from the Storehouse about possibly partnering with the Storehouse, and it seems like a good fit for their mission as well. I want to make sure this aligns with our goals for our community and I felt like it was good idea to create the library to be a space of food security support.

Programming Updates

- Story Time will be starting on the 20th. We will also be starting our YMCA daycare story time session as well in September.
- Great turn out and involvement with SD Humanities Council programs. Our SD One Book discussion had 14 people, with 20 people coming to library to come check out “Little and Often”. We have a writing workshop in October, 19th. There has also been an interest from the same presenter to lead a writing workshop about writing obituaries. We will see if there are any grants from the SD Humanities Council to make this happen.
- Partnering with the Custer Area Arts Council to bring World Fest to the library. Please see flyer for more details.

Chapter Two Discussion Questions

Trustee Recruitment:

Why is it important to have a diverse library board, and how can we ensure our board reflects the community's demographics?

What strategies could be implemented to continually recruit new library board members?

Appointment Process:

What challenges might arise when filling unexpected board vacancies, and how can they be addressed?

How can the library director and board work more effectively with the city council or county commission to ensure timely appointments?

Trustee Qualifications:

What qualities or skills should we prioritize when recruiting new trustees?

How can board members' involvement in community groups benefit the library?

Trustee Orientation:

How can we improve the current trustee orientation process to ensure new members are fully prepared for their responsibilities?

What additional resources or information would be helpful to include in the trustee orientation packet?

Trustee Ethics:

Why is it important for new trustees to understand the ethical responsibilities of serving on the board?

How can we ensure that all trustees are aware of and adhere to the Ethics Statement for Library Trustees?