**Custer County Library Board**

**Minutes**

**October 10, 2018 Library Conference Room**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, October 10th in the Library Conference Room. Trustees in attendance were Jim Laverick, Pat Hoffman, Renee’ Starr and Pat Hoffman with Seyward Rittberger presiding and Doris Ann Mertz recording minutes.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **September 12th Board Minutes** *Pat moved to accept the minutes as presented. Marcy seconded the motion.*

**TREASURER REPORT**: *Marcy moved to approve the treasurer’s report. Renee’ seconded the motion.*

* **GENERAL CHECKING : $13,643.10 as of 9/28/18**
* **COUNTY SPREAD SHEET: Balance: $54,067.08 74% expended**

**LIBRARIAN REPORT:**

* **Foundation** *– The Foundation hosted its Open House on September 13th from 3:30 to 5:30 p.m. Approximately 78 attended the Open House including the volunteers/Foundation members. The profit after all expenses was approximately $10. Two new members signed up at the Open House. One week after the Open House, the Foundation received an additional donation of $1,000 and another membership form from someone who couldn’t attend the fundraiser.*
* **Gitchee Girl Presentation –** *The presentation on September 20th had 56 attendees. The Conference Room had been set up with 40 chairs, so the program was moved into the Pine Room and a borrowed overhead projector was used to project onto the Pine Room wall.*
* **International Day of Peace –** *Mindy and Roger Weber hosted an International Day of Peace on Friday, September 21st in the Pine Room with 21 in attendance. Mindy plans to make this celebration an annual event.*
* **Creative Writing –** *CHS Senior Larkin Black has hosted meetings of the Creative Writing Club on September 19th and October 3rd. She had 12 attendees at the first meeting, and 14 at the second. The attendees have been about half teens and half adults. We have had good feedback on the club meetings. The library has provided snacks and drinks for the meetings.*
* **ACT Prep –** *We’ve hosted two ACT Prep sessions since the last meeting and have four scheduled before our next meeting. We have been having 5 to 6 attendees at the sessions.*
* **SDLA Conference –** *I attended the SDLA Conference in Sioux Falls from September 26th through the 28th. I enjoyed learning from the session and from other library staff across the state. One program idea I hope to implement for teens in the future is a “Breakout of the Library” program, similar to Escape Rooms.*
* **Who’s On My Wi-FI** *– Software was installed on October 9th to track Wi-Fi usage and patterns at the library for use in the annual report for the state as well as for presentations to the County Commission. This software was provided through the state library at no expense to the County.*

**UNFINISHED BUSINESS***:*

* **2019 Budget Request**

*The provisional budget was adopted at the September 26th meeting of the County Commission. The library’s budget, as amended, is for $262,786.00 and includes the funding of 4 full-time employees, 1 part-time employee, and some hours for a relief library assistant. Pat made a motion to adopt the final annual budget appropriated by the County Commission. Jim seconded the motion. The motion carried.*

* **Shelves**

*The two remaining shelves lack their second coat of polyurethane, which can be applied once the weather warms up. Tom McGinnis hopes to be able to deliver one of them on October 12th. After both shelves are delivered, he will be paid for his labor.*

* **Personnel – Library Assistant Update –** *The library has received eight applications for the library assistant position. Doris Ann has asked Tim Holland to arranged interviews with her two top applicants on Monday morning. Trustees were invited to participate in the interviews if they like.*
* **Facilities Improvement –** *The board looked over the floor plan for the proposed addition, asked questions, and made suggestions. Doris Ann will discuss their suggestions with Craig Walz. She hopes to present the floor plan to the Commission at their October 24th meeting.*

**NEW BUSINESS***:*

* **Request Letter of Support from Foundation --** *Seyward read a letter Doris Ann prepared for her signature which was addressed to the Foundation requesting their written support of the proposed addition addressed to the County Commission. Doris Ann hopes to present the Foundation’s letter of support, along with the proposed floor plan, at the October 24th meeting of the Commission. Renee’ made a motion to approve the signature of the letter. Pat seconded the motion. The motion carried. A copy of the letter is attached to these minutes.*
* **Review of Policy pages 9-12 –** *The policy changes Doris Ann proposed for pages 9-12 were reviewed. The primary change was the addition of an “Animals in the Library” policy under the “Safety Policies.” Renee’ made a motion to approve the proposed changes. Marci seconded the motion. The motion carried.*
* **BHAL Training – November 1st –** *An agenda for the training was distributed and interested trustees will let Doris Ann know if they can attend part or all of the training.*
* **Library Director Performance Evaluation –** *Doris Ann requested that her performance evaluation be provided at the November meeting. She will then have time to provide evaluations and share the board’s goals for the coming year with her staff prior to the end of the year. She will send a copy of the evaluation form to trustees via e-mail.*

**ANNOUNCEMENTS:**

* ACT Test Prep –October 16th, 23rd, and 30th , November 13th & 27th @ 6 p.m.
* Creative Writing – October 17th and 31st @ 6 p.m.
* Book Chat – October 22nd @ 4:30 p.m.

**ADJOURNMENT:** *The meeting was adjourned at 2:10 p.m.*

**NEXT MEETING:** *November 14th at 1:00 p.m. in the library conference room*

**

Doris Ann Mertz

Secretary/Treasurer