**Custer County Library Board**

**Minutes**

**July 10, 2019 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, July 10th at the Custer County Library. Persons in attendance were Trustees Seyward Rittberger, Pat Hoffman, and Marcy Swanda and Library Director Doris Ann Mertz. Marcy chaired the meeting and called it to order at 1:07 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **May 8th Board Minutes***: Pat moved to accept the minutes as presented. Seyward seconded the motion. The motion carried.*

**TREASURER REPORT**:

* **GENERAL CHECKING : Balance as of June 28th -- $13,242.28**
* **COUNTY SPREAD SHEET: Balance - $151,625.696 Expended 42.3%**

**LIBRARIAN REPORT:** *Trustees received a hard-copy of the Librarian Report for July discussing the topics below and including the Library statistics for June. The Report is attached to and is part of this month’s Minutes.*

* **Summer Reading Program Update**
* **One Book SD Author Tour with Kent Nerburn**
* **Book Chat**
* **NARFE Presentation**
* **Rotary Presentation**

**UNFINISHED BUSINESS***:*

* **Facilities Improvement**

*The county has a contract with a new project manager to oversee the library addition, Tony Warnke. The Building Committee met with Tony and Deputy States Attorney Susan Anderson on Tuesday, June 4th at 4:30. Tony almost has the bid specs ready for Susan and is just awaiting more feedback from heating and electric contractors. If he can get them to her this week, the project could be put out to bid in next week’s edition of the Chronicle. It will need to be advertised twice in the Chronicle, and the bids can be opened at the Commissioners’ Meeting that falls at least 10 days after the first advertisement.*

* **2020 Budget Request**

*Doris Ann reviewed a few changes that had been made to the 2020 Budget Request. The Auditor asked that the Department Heads go back and submit requests in the personal services portion. Doris Ann submitted a request that included a 3.5% raise that topped out at $.50/hour for hourly employees (Janice, Mary, Thea, Bert) and $1,500/year for salaried (Doris Ann). She said she doesn’t know what other Department Heads are requesting, so she based the library’s request on the annual raises allocated up until Fiscal Year 2018, namely $.50/hour for all hourly employees and $1,500/year for all salaried employees. She also included enough to pay out 240 hours of Sick and 240 hours of Annual Leave for Janice when/if she retires in 2020. The Auditor advised she should request enough to cover insurance costs for a new employee since Janice doesn’t use the County-provided insurance.*

**NEW BUSINESS***:*

* **Leave for Director from July 22nd – 26th**

*Doris Ann will be out of town from July 22nd through the 26th because her husband will be having surgery in Sioux Falls. Staff and volunteers will be covering the Mobile Planetarium/Summer Reading Party on July 24th at 1 p.m. Thea still needs help with the set-up and take-down of the Planetarium*

* **SDLA Conference in Spearfish – Sep. 25-27**

*The annual South Dakota Library Conference will be held in Spearfish this year. Every third year, it is held West River. In 2016, the library closed during conference, so all staff could attend. Seyward made a motion to close the library September 25th through 27th, so staff can attend the annual Library Conference in Spearfish. Pat seconded the motion. The motion carried. Trustees can also attend the Conference. It’s a good opportunity to receive Trustee Training credit required for Library Accreditation. The library account would be used to cover registration, food, and lodging expenses for trustees.*

* **2019 Strategic Plan Update and Revision**

*Doris Ann reviewed her suggested updates and revisions to the current Strategic Plan. Doris Ann will add an update to Goal V: Objective E discussing the recent program with Kent Nerburn. Trustees will look over the plan; further updates and revisions will be discussed at the August meeting.*

* **Library Checking Account** (*Agenda Addition/Discussion Only*)

*Doris Ann asked the board to consider taking action at the August meeting to add Thea Teasley to the library checking account. It would be helpful to have another staff person who can pay bills when she is unavailable.*

* **Trustee Training Video –** *Postponed.*

**ANNOUNCEMENTS:**

* Crafternoon Delight on Wednesdays at 3 p.m.
* Remaining SR Programs: Play-Doh Planets, Rocket Science, Insects, Board Games, Tie-Dye T-shirts, and Planetarium
* Black Hills Library Consortium Meeting – July 16th at 10:00 a.m.
* Book Chat – July 25th at 4:30 p.m.
* Harry Potter Birthday Party – July 31st at 1 p.m.
* Branch Out Library Staff Training – August 7th

**ADJOURNMENT:** *The meeting was adjourned at 2:00 p.m.*

**NEXT MEETING:** *August 14th @ 1 p.m. at Custer County Library*

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Doris Ann Mertz

Secretary/Treasurer

**Librarian Report – July, 2019**

**Summer Reading Program Update:** Summer Reading is in full-swing. We have approximately 43 partnered readers, 133 independent readers, and 35 teen readers signed up at the Custer Library. We have held the following programs: Flat Bison with CSP (64), Board Games (16), Butterflies w/CSP @ Hermosa (5), Galaxy Bottles with teens (3), Phases of the Moon (33), Leave no Trace w/CSP (64), Harry Potter Escape Room at Hermosa (8), Alien Slime (18), and Are You Smarter Than a Librarian (15), Space Escape Room at Custer (15), and Butterflies w/CSP @ Custer (60+).

**2019 One Book SD Author Tour with Kent Nerburn**: Kent Nerburn, author of the 2019 One Book selection, *Neither Wolf Nor Dog,* gave a presentation on Monday, June 10th at noon. His presentation was well-received, and we had 33 in attendance. This programs was sponsored by the South Dakota Humanities Council. Nerburn will deliver the keynote address at the 2019 SD Festival of Books in Deadwood October 4th - 6th.

**Book Chat:** Book Chats were held on May 30th and June 27th. We had 8 participants in May and 6 in June. We decided to continue the Book Chats throughout the summer months this year.

**NARFE Presentation:** I presented to the National Active and Retired Federal Employee group on Friday, May 17th. Many of the group were out-of-town, so only 6 were present.

**Rotary Presentation:** I spoke to the Rotary Club at their meeting on Monday, June 17th. Approximately 20 Rotary members were present. They presented the library a check for $500 to be used for any needs.