**Custer County Library Board**

**Minutes**

**February 19, 2020 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, February 19that the Custer County Library. Persons in attendance were Trustees Marcy Swanda, Jim Laverick, Renee’ Starr, and Seyward Rittberger, Commissioner Craig Hindle, and Library Director Doris Ann Mertz. Jim’ chaired the meeting and called it to order at 12:59 p.m. Pat Hoffman was called for the Election of Officers/Appointment of Liaison.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **January 15th Board Minutes***: Marcy moved to accept the minutes as presented. Seyward seconded the motion. The motion carried.*

**TREASURER REPORT**:

* **GENERAL CHECKING : $16,281.52 as of 02/18/20**
* **COUNTY SPREAD SHEET:** *The January Budget Summary was not available at this time.*

*Trustees reviewed the Budget Summary from 2019. $239,288.19 was expended in 2019. A balance remained of $23,497.81, which was all in the personnel category. The non-personnel budget in 2019 was $31,829. $31,954.72 was spent. The extra $125.72 was covered by the excess personnel budget.*

**LIBRARIAN REPORT:**

* **CCL Foundation** – *The Foundation held its Annual Meeting on January 30th. They elected new officers. Rose Mary Kor is President, Katherine Wakefield is Vice-President, and Laura Burns remains as the Secretary/Treasurer. They have one open position on the Council for a Member-at-Large. They will have a booth at the February 29th Trade Show where they will have a floor plan of the new addition on display, children books to give away for those who sign up for the 1,000 Books B4K program, a raffle drawing for those who become Foundation Members, and used books available for a donation to the Foundation. Their next meeting will be at 1:00 p.m on March 5th.*
* **Grant Workshop –** *Doris Ann attended the Black Hills Community Foundation Grant Workshop on January 24th. She and Rose Kor plan to work together to apply for a Black Hills Energy Grant for the Library Addition on behalf of the Foundation.*
* **Book Chat –** *Book Chat was held on January 30th, with 5 participants. The next Book Chat will be February 27th at 4:30 p.m.*
* **Valentine String Art Class –** *Thea held a Valentine String Art Class for adults on February 11th and had 9 participants. She plans to offer a similar class again before Mother’s Day.*
* **Legislative Day** – *Doris Ann attended Legislative Day in Pierre on February 13th. She spoke to District 30 Representative Tim Goodwin and Senator Lance Russell. Much of the discussion centered around the role of the State Library and the many ways they support the local libraries.*

**UNFINISHED BUSINESS***:*

* **Facilities Improvement**

*Doris Ann and Craig have been in recent communications with Kelly Arguello from Rosebud Construction regarding the addition of a fire-rated door leading to the hallway and the removal of an interior door leading to the breakroom. The additional fire-rated door is a less expensive option than other options for improving fire safety of the building. Construction is still scheduled to begin in March.*

* **Technology Plan 2020-22 –** *The Board reviewed the final draft of the Technology Plan. Marcy moved to approve the Technology Plan for 2020-22. Seyward second the motion. The motion was approved.*

**NEW BUSINESS***:*

* **SD Public Library Survey (Annual Report) –** *Doris Ann reviewed the Annual Report with the Board. The numbers in the annual report are based upon statistics collected throughout the year. Doris Ann pointed out that the per capita cost of the library to the residents of Custer County is now $30.12. (In 2018, the cost was $23.93.) Accreditation Standards require that you charge non-residents an amount at least equal to the per capita amount. For years, we have charged $25 for a non-resident membership. We will need to increase that amount to stay in line with the standard. She will add an item on the March agenda regarding the non-resident membership fee. Jim made a motion to approve the 2019 SD Public Library Survey. Renee’ seconded the motion. The motion carried. Jim signed the Survey Certification Form. The Annual Report will be presented to the Commissioners at a future meeting, and the signature of the Commission Chairman will be requested. Doris Ann will provide the trustees with a copy of the Cover Letter summarizing the report that she will present to the Commissioners along with the report.*
* **Library Director Evaluation for 2019 –** *(Due to business with the library addition in the fall of 2019, the Library Board had not yet evaluated the Library Director.) Based on Trustee input, Jim prepared a written evaluation of Doris Ann’s performance in 2019 and goals for 2020. A copy of the evaluation was included in each trustee’s packet. Marcy moved to approve the 2019 Library Director Evaluation. Renee’ seconded the motion. The motion carried. Jim and Doris Ann signed the evaluation, which will be sent to HR for inclusion in her personnel file.*

**Election of Officers/Appointment of Liaison** *-- After discussion and a phone call to Pat Hoffman, Seyward made a motion to elect Marcy Swanda for President and Renee’ Starr for Vice-President and to appoint Pat Hoffman as the Foundation Liaison. Renee’ seconded the motion. The motion passed.*

**ANNOUNCEMENTS:**

* AARP Tax Preparation on Mondays
* Crafternoon Delight on Wednesdays at 3 p.m
* Windows 10 for Beginners – Feb. 20th at 2 p.m.
* ACT Prep – Feb. 20th and Mar. 5th & 19th at 6:15 p.m.
* Tween Book Club Interest Meeting – Feb. 24th at 6:15 at Custer Elementary School
* Maleficent 2 Movie –February28th at 5:30 p.m
* Book Chat – February 27th at 4:30 p.m.
* CCLF @ Trade Show on February 29th from 9 a.m. to 3 p.m.
* Jump Start (Summer Reading) Training – March 18th from 10:00 a.m. to 3:00 p.m.

**NEXT MEETING:** *March 18th at 1 p.m.*

**ADJOURNMENT:** *The meeting was adjourned at 1:55 p.m.*

**

Doris Ann Mertz

Secretary/Treasurer