**Custer County Library Board**

**Minutes**

**July 15, 2020 Zoom Meeting**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, May 20th at the Custer County Library and via Zoom Meeting. Persons in attendance were Trustees Marcy Swanda, Renee’ Starr, Pat Hoffman, Jim Laverick (Zoom), Seyward Rittberger (Zoom), and Library Director Doris Ann Mertz. Marcy chaired the meeting and called it to order at 1:03 p.m.*

**AGENDA CHANGES/CORRECTIONS**

*Doris Ann asked to add a Meeting Room Policy Discussion to New Business*

**MINUTES**

* **May 20th Board Minutes***: Pat moved to accept the minutes as presented. Renee’ seconded the motion. Renee’ – Aye, Seyward – Aye, Jim – Aye, Marcy – Aye, Pat -- Aye.*

**TREASURER REPORT**:

* **GENERAL CHECKING :** *$17,107 as of July 7, 2020*
* **COUNTY SPREAD SHEET:** *May – Balance of $157,850.54 with 40.80% expended*

**LIBRARIAN REPORT:**

* **Foundation** *– The Foundation met on July 9th. They have received donations totaling $1,360 since their last meeting. They wrote a check to the library for $500 for the Smolnisky Donation because it was designated to purchase diversity-oriented books for the libraries. Expenses related to the expansion will keep being charged to the County fund code. All expenses exceeding the $150,000 budgeted by the county will be reimbursed to the County by the Foundation in check form at the end of the project. Their next meeting is September 10th.*
* **Summer Reading Program –** *We have 135 kids signed up for Summer Reading. The Partnered and Independent Readers have read over 25,000 minutes already. (The Teen Reader program counts books read, rather than minutes read.) Doris Ann applied for a $2,000 Black Hills Reads grant for COVID Slide on behalf of the Foundation to fund the Summer Reading Program. The grant closed today (7/15), so they should notify recipients relatively soon.*
* **CARES Technology Grant –** *The library has ordered 2 computers and 2 monitors with the $2,000 received through the CARES Technology Grant. The monitors are here. Charles has the computers, but doesn’t have them ready. Golden West has not yet sent the invoice for the purchase.*
* **Masks for Monument/Custer Program** *– Over 960 masks have been dropped off at the library. Of these, 880+ have been picked up by Monument Health, 15 are yet to be picked up, approximately 50 have been given to community members, and approximately 20 are still on hand to give to those who need them.*

**UNFINISHED BUSINESS***:*

* **Facilities Improvement** *– We received the July bill from Rosebud for $12,600 this week and have forward it to the Auditor. So far, the Rosebud invoices have totaled approximately $155,000. They are working on the drywall this week and will start painting next week. The three doors into the existing building have been cut out. The furniture is scheduled to be delivered the last week of July. The County plans to put out a bid to replace the existing back parking lot in the near future. Trustees will tour the addition after the meeting adjourns.*
* **COVID-19 Discussion** *– The library is still operating under Phase 1 Protocols, except for the change of reducing the quarantine period from 48 to 24 hours. The library has purchased two additional plexi-glass units for the front desk to make a more adequate barrier between staff and patrons. The library hasn’t yet received the invoice, but the expected cost is approximately $400. After discussion, the library will continue with Phase 1 Protocols for the foreseeable future.*

**NEW BUSINESS***:*

* **2021 Budget Request** *– Doris Ann reviewed the proposed budget request for 2021. The “Personal Services” portion of the budget request is reduced from $234,821 in 2020 to $228,745 (due to a lower wage for the new cataloging assistant). The “Capital Outlay” portion of the budget, which covers books, dvds, furniture, equipment, computers, etc…, has reduced from $16,250 to $15,150. The library will not be requesting funds for new computers in 2021 because they just purchased 2 computers with the CARES Technology Grant. (The library plans to reduce the number of computers at the Custer Branch from 5 to 4 because more people use their own devices now. The reduction to 4 computers will also eliminate a physical barrier from the main library to the new addition.) The “Other Current Expenditures” portion of the budget has increased from $15,579 to $16,675. This increase is primarily for training travel funds and increased utilities expenses related to the improved bandwidth at both library branches. The overall budget request for 2021 is $260,570, compared to $266,650 in 2020 – a reduction of $6,080. The County may set up a fund code to pay for employee leave buyout. If so, the library will submit an expected retirement buyout of $8,196 for Mary Richards. After reviewing the budget request, Renee’ moved to approve the budget request as presented and forward it to the Auditor for the Commission’s review. Pat seconded the motion. Renee’ – Aye, Seyward – Aye, Jim – Aye, Marcy – Aye, Pat -- Aye*
* **Meeting Room Policy –** *The Library Policy will need an updated Meeting Room Policy to manage the rooms in the addition. Doris Ann is researching free online schedulers (Skedda) to manage the meeting room/study room reservations. She is also currently drafting a Meeting Room Policy and will present it, along with any other recommended 2020 Policy Updates, at the August meeting. The policy draft currently allows the rooms to be reserved only during normal library hours. She asked the trustees’ opinions on whether they reservations should be allowed outside library hours. This would require the Northwest door to Meeting Room B to be re-keyed allowing access with the current library key and a key that would work on that door only. Those reserving the room would have access to a restroom through the Pine Room. The room could not be reserved when the Pine Room is reserved because restroom access would require disrupting those who’ve rented the Pine Room. The consensus was that the board was uncomfortable with providing free access to the building when no staff was present. They also felt that providing free access to meeting and study rooms during library hours was a great service to offer the community, and users should be willing to schedule their meetings during library hours. The library is open until 7 p.m. on Wednesdays, and the new space will allow several meetings to be conducted at once if a group needs evening hours.*

**ANNOUNCEMENTS:**

* **CLOSED for Gold Discovery Days** -- Saturday, July 18th
* **Black Hills Library Consortium Meeting** – July 21st at 10:00 a.m.
* **Harry Potter’s Birthday** – July 31st

**NEXT MEETING:** *August 19th at 1 p.m.*

**ADJOURNMENT:** *The meeting was adjourned at 1:51 p.m. Renee’ and Marcy then toured the addition with Doris Ann.*

**

Doris Ann Mertz

Secretary/Treasurer