**Custer County Library Board**

**Minutes**

**May 20, 2020 Zoom Meeting**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, May 20th via Zoom Meeting. Persons in attendance were Trustees Marcy Swanda, Jim Laverick, Renee’ Starr, and Seyward Rittberger, and Library Director Doris Ann Mertz. Marcy chaired the meeting and called it to order at 1:05 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **April 15th Board Minutes***: Seyward moved to accept the minutes as presented. Jim seconded the motion. Renee’ – Aye, Seyward – Aye, Jim – Aye, Marcy -- Aye.*

**TREASURER REPORT**:

* **GENERAL CHECKING :** *$19,017.67 as of May 19, 2020*
* **COUNTY SPREAD SHEET:** *March Balance of $210,475.67 with 21.95% expended*

**LIBRARIAN REPORT:**

* **Foundation** *– The Foundation cancelled its May meeting. Their next meeting is June 11th at 1 p.m.*
* **Summer Reading Program –** *The State Library has used CARES Act funds to subscribe to ReadSquared for all SD public libraries to use as an online tracking system for Summer Reading. Paper trackers will be available for those who wish to track the traditional way. Summer Reading will run from June 1st to August 1st. Sign-up has started. We will have Partnered, Independent, and Teen Reading Programs. Each group will have a list of quests for the programming side of Summer Reading. Completion of quests will result in tickets for prize drawings. Thea is developing “Take-n-Make” kits for the kids to do with their family. We have received $310 in gift certificates from various community members to use at various local businesses l be used to supplement our prize offerings. We don’t plan to ask local businesses for donations this year.*
* **Masks for Monument/Custer Program** *– Over 800 masks have been dropped off at the library. Of these, 760 have been picked up by Monument Health, 25 have been given to community members, and 29 are being kept at the library to give to those who need them.*
* **CARES Technology Grant –** *The State Library released a CARES Act grant on May 11th to support technology in rural areas. The deadline for the first round is June 1st. The library submitted an application on May 12th for $2,000 to purchase two new patron PCs and 2 new monitors (total cost -$2,116). Doris Ann said she is hopeful that the library will receive the request. We meet all of the preliminary criteria in the application. Some of the criteria include:* 
  + *having a long-range plan and/or technology plan*
  + *open hours include evening and weekend hours*
  + *submitted the annual report (survey) over the last 3 years*
  + *a certified library director (B. S. degree plus SD Library Training Institute for libraries serving 5,000+.*

*We also had to agree to self-evaluate and be willing to have State Library staff drop by to evaluate.*

**UNFINISHED BUSINESS***:*

* **Facilities Improvement** *– REDCO has submitted two invoices totaling $95,115 so far. The total cost after requested change orders is $191,483.54. The approved change order is for installation of the accordion door and sturdier trusses to support the door ($9,523.54). The furniture has been ordered from Evergreen $12,727.07 and includes furniture for the new office, 13 modular tables, and 32 stackable chairs. The chairs come with wheels or can be used without. The two 65” TV screens ordered from Sam’s Club were cancelled by Sam’s because they ran out of stock. Doris Ann hopes to order the two TVs and wall mounts for the Meeting Rooms before the week is out.*
* **COVID-19 Discussion** *– The library opened under Phase 1 Protocols on Wednesday, May 13th after serving the public via Curbside Delivery during regular hours since March 26th. Curbside Delivery is still being offered, and 5-10 patrons per day are opting for this service. We allow a max of 15 in the Custer Library and 5 in the Hermosa Library at once. Patrons are encouraged to spend no more than 30 minutes in the Custer Library and 15 minutes in the Hermosa Library. We have lots of sanitizer throughout the building and a sanitizing station at the front entrance. Patrons are encouraged to wear masks. Books are being deposited in the outside book drop and quarantined for 48 hours. Only 3 computer stations are being used and are being sanitized between users. Fresh Press-n-Seal is applied to the keyboard between users. Plexi-glass is installed at both desks where staff interact with the public. Masks are worn by staff when/if they come out from the office area and can’t maintain social distance. Prior to reporting to work, staff are completing a Daily Symptom Checklist via a Google Form. We have a thermometer for taking temperatures when staff report to work if they are unable to do so at home.*

**NEW BUSINESS***:*

* *Marcy and Doris Ann thanked Jim for his Letter to the Editor commending the library on its service during the pandemic.*

**ANNOUNCEMENTS:**

* **Closed on Memorial Day, May 25th**
* **Election – June 2nd** *If plexi-glass is needed for the voting areas, the library may switch to curbside service on June 1st and 2nd.*

**NEXT MEETING:** *July 15th at 1 p.m.*

**ADJOURNMENT:** *The meeting was adjourned at 1:40 p.m.*

**

Doris Ann Mertz

Secretary/Treasurer