**Custer County Library Board**

**Minutes**

**October 28, 2020 Library & Zoom Meeting**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, October 28th at the Custer County Library and via Zoom Meeting. Persons in attendance were Trustees Marcy, Swanda, Pat Hoffman, Jim Laverick (Zoom), and Seyward Rittberger (Zoom), and Library Director Doris Ann Mertz. Marcy chaired the meeting and called it to order at 1 p.m.*

**AGENDA CHANGES**

**MINUTES**

* **September 16th Board Minutes***: Pat moved to accept the minutes as presented. Buzz seconded the motion. Seyward – Aye, Jim – Aye, Pat – Aye, Marcy -- Aye.*

**TREASURER REPORT**:

* **GENERAL CHECKING :** *$17,522.02 as of October 2, 2020*
* **COUNTY SPREAD SHEET:** *Balance of $77,461.02 with 70.95% expended. Last two credit card bills have not been debited from the accounts by the auditor’s office.*

**LIBRARIAN REPORT:** *In addition to the following topics, the trustees received a copy of the year-to-date annual statistics.*

* **Foundation –** *The Foundation decided to have a webpage on the library’s website, rather than a separate website. This will save them $125/year plus approximately $100 every three years for the domain registration. Construction of the webpage was done by Mile-Up Marketing for $500. They are working on a fundraising newsletter to send out in November. Kim Canete is taking the lead on the project.*
* **CHS Programs –** *Six programs with 82 participants were held at the high school on September 22nd and 23rd. We discussed ACT Test Prep with the Juniors and discussed College Searches, Scholarship Applications, ACT Prep, and Making* **E***ffective Flyers with the Seniors.*
* **ACT Prep Sessions –** *During the sessions at the school, several students said they would attend ACT Prep Sessions if we offered them at the school on Fridays. We will offer sessions from 9:30 to 11:30 a.m. on November 6, 13, and 20 and December 4 and 11.*

**UNFINISHED BUSINESS***:*

* **Facilities Improvement** *– All invoices from Rosebud Construction have been paid. They totaled $191,633.35, which was the submitted bid with the addition of the change orders requested by the Foundation for the accordion door. All bills thus far bring the total project paid out of the County fund code to $209,369.53. The Foundation’s commitment at this point is $59,369.53. In addition, Doris Ann has charged approximately $3,405.00 on the library board’s credit card for the repair, reinforcement, staining, construction, and installation of various shelving units for Large Print books, Book Sale books, and TV Series. The parking lot is almost complete, but the construction team is out of commission this week due to COVID contact.*
* **COVID-19 Discussion** *– The Board plans to continue with the current protocols and wishes to continue with virtual programming at this time. If an outbreak occurs, we will switch services back to curbside only.*
* **2021 Budget Process Update** *– The final budget was approved by the Custer County Commission on September 30, 2020 and set at $221,144.42. Pat moved to adopt the 2021 Budget. Seyward seconded the motion. Seyward – Aye, Jim – Aye, Pat – Aye, Marcy -- Aye.*
* **Library Accreditation Renewal –** *Doris Ann submitted the Accreditation Renewal Application on October 8th. After several trustees attended training sessions during the SDLA Online Conference, we submitted 60 total hours of Board Training over the past 3 years.*

**NEW BUSINESS***:*

* **Director Evaluation –** *Doris Ann provided trustees with a copy of the Custer County Annual Evaluation Form. Trustees will confer via email and provide an evaluation at the November meeting.*
* **Mary’s Retirement –** *After discussion, the board decided to celebrate Mary’s retirement on November 20th with cupcakes and coffee and the presentation of an engraved clock to honor her years of service. Patrons are welcome to drop by at any time during the day in order to avoid having crowds at any one time.*
* **Library Assistant Opening --** *We received 11 applications for this position. We are interviewing three high-quality candidates and will have a decision by November 2nd. The planned starting date is November 9th.*
* **Library Trustee Opening –***Jim Laverick has completed a three-year-term as a library trustee. He has enjoyed serving on the board, but doesn’t plan to continue for a second term. The Board will start looking into possible replacements.*

**ANNOUNCEMENTS:**

* CLOSED for Veteran’s Day on November 11
* CLOSED for Thanksgiving on November 26-28

**NEXT MEETING:** *November 18th at 1 p.m. The Board will not have a Christmas Party at the December 16th meeting, so that meeting will occur at the usual 1 p.m. time, rather than at 11 a.m..*

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

**

Doris Ann Mertz

Secretary/Treasurer