**Custer County Library Foundation**

**Meeting Minutes**

**November 12, 2020 Zoom Video Meeting**

**Call to Order:** The Custer County Library Foundation (CCLF) Council was called to order Thursday, November 12, 2020 at 1:06 p.m. by Vice-President Katherine Wakefield. Foundation Members also in attendance were Kim Canete, Pat Hoffman, Laura Burns and Doris Ann Mertz. All participants were social distanced by miles via Zoom on the internet.

**Agenda Review:**  Vice-President Wakefield presented the agenda for the meeting.

**Minutes of September 10, 2020 Meeting:** The minutes from the previous meeting were reviewed on-line, again at the meeting and were approved and placed on file.

**Kris Zerbe of Edward Jones** was our guest for discussion of our investment accounts. She presented the various accounts with their growth goals. The market is currently down again in the year but Kris says we are well diversified and should continue to make money over the long term. We have liquid assets in the Mutual Fund that can be used with a few days’ notice. She will prepare and have Risk Assessment forms for the Officers and Doris Ann to sign at the library.

**Treasurer's Report:**

* **Checking Account:** Current balance of the checking account is $7,675.72. We try to maintain a minimum balance of $4000 in this account and invest/expend any amount over that. This will play into our discussion of the Library Building Addition costs.
* **Edward Jones Investments:** The ending balance of $298,862.90 with a positive increase from the beginning of the year $345.71 as shown on the attached report. This is an overall increase for the year of 0.1%.
* **Custer Area Chamber of Commerce** membership fee has been paid. Laura obtained the publications to review our current announcement. We agreed that Laura will contact the Chamber to ask them if our Foundation announcement could be placed somewhere other than between the two political parties.

**Library Board and Librarian Report:**

* **Facility Construction Contract Update**: Doris Ann provided the Building Fund expenditure itemized list (tables, chairs, file cabinets, desk, Create Room Box, etc. See attached list) Some art work/photos for the conference rooms, study rooms are still needed. A motion was made by Laura and second by Katherine to issue a check for the remaining $59,369.53 balance to Custer County Library who has been carrying this balance.
* **Library Newsletter** has been developed. Copy of the October issue is attached.
* **New Library Employee:** Kate Shelton has joined the staff. She has a degree in communications with skills in electronic communications.
* **Current COVID-19 library operations** includes the use of the outside cart for pickup and a 30 minute limit for inside visitors. People with COVID-19 can keep their checked out items until they are done with their quarantine.

**Unfinished Business**

* Doris Ann has paid the invoice from Mile-Up Marketing Solutions for $500. Laura will write the check for reimbursement of this amount. We viewed the Foundation link to the Library page rather than having a separate website for the Foundation.
* **Retirement Recognition for Mary** will be retiring on November 20and cupcakes will be available at the Custer Library. There will also be a basket for cards.
* **Newsletter for the Foundation** was discussed. A draft format was provided electronically prior to the meeting and we had more discussion. Kim will check with the post office about mailing standards and begin the development of a mailing list. We will reserve time at our December meeting to work on the Newsletter.

**New Business**

* Election of Officers-nomination open for Secretary/Treasurer position as Laura has served for three years and must take a year off. Katherine is willing to fill this roll.
* Open House options for the Library were discussed in lieu of “normal” open house. Early December may be a timeframe for some type of public touring. More discussion at the next meeting to plan with Doris Ann

**Future Meetings:**

Next Meeting will be in December 10, 2020 at 1:00.

The meeting was adjourned at 2:23 p.m.

Laura Burns

Secretary/Treasurer

Attachments: Account Statements, Library Newsletter, Spreadsheet of Library Addition Expenditures, Mile-High Marketing Receipt