**Custer County Library Board**

**Minutes**

**February 17, 2021 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, February 17th at the Custer County Library. Persons in attendance were Library Director Doris Ann Mertz and Trustees Renée Starr, Pat Hoffman, and David Sutton. Pat chaired the meeting and called it to order at 1:00 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **January 20th Board Minutes***: Renée made a motion to approve the January 20th board minutes. David seconded the motion. The motion carried.*

**TREASURER REPORT**:

* **GENERAL CHECKING: $13,919.75 as of 02/05/21**
* **COUNTY SPREADSHEET: Balance of $238,389.21 with 8.75 expended**

**LIBRARIAN REPORT:** *Trustees received a copy of the Librarian Report covering the topics below. The report is attached to and is part of this month’s minutes.*

* **Foundation**
* **Senior Projects Presentations**
* **YMCA Pres-School Story-Time**
* **Jump Start Train the Trainer**

**UNFINISHED BUSINESS***:*

* **Facilities Improvement**

*The back parking lot has been closed due to dangerous ice conditions, which cannot be remedied until the spring thaw. Baffled sound-absorbing panels have been added to the walls of some of the rooms in the addition and seem to be helping. More of these panels have been ordered.*

* **COVID-19 Discussion –** *The library is still following Phase 1 Protocols. The board advised Doris Ann that she could prepare and submit a re-opening plan to them for consideration at a future meeting.*

**NEW BUSINESS***:*

* **SD Public Library Survey – Annual Report**  *Doris Ann reviewed the 2020 Annual Report with the board in accordance with SD Codified Law 14-2-40(6). David moved to approve the report and forward it to the county commission. Renee’ seconded the motion. The motion carried. Pat, as vice-chair, signed the* Survey Certification Form*. Doris Ann will prepare a cover letter and complete a “Return on Investment Calculation” to submit to the Commission along with the annual report, which she will present on March 10th.*
* **Library Strategic Plan –** Doris Ann provided the Board with a copy of the most recently updated strategic plan for 2017-21. The plan has served its purpose of guiding the library since 2017 as we have accomplished the majority of the stated goals and objectives and modified a few after further research. During the coming months, Doris Ann will gather community information, research library trends, and collect the input of the board, staff, and community to draft a new plan to present to the board to guide the library from 2022-26.

**ANNOUNCEMENTS:**

* Dr. Seuss Virtual Story-times on February 26th and March 5th
* Book Sale at CHS on week of March 1st – Proceeds for School Libraries
* CCLF Meeting on March 18th at 1 p.m.

**NEXT MEETING:** *March 17that 1 p.m.*

**ADJOURNMENT:** *The meeting was adjourned at 2:00 p.m.*

**

Doris Ann Mertz

Secretary/Treasurer

**Librarian Report – February 2021**

**CCL Foundation:** The Foundation held its Annual Meeting on January 28th at 1 p.m. The 2021 Executive Council members include Rose Mary Kor, President; Kim Canete, Vice-President; Katherine Wakefield, Secretary/Treasurer; Renée Starr, Board Liaison; and Laura Burns, Member-at-Large. They decided to transfer $76,000 from the Edward Jones Corporate Select account and $4,000 from the First Interstate checking account to the Edward Jones Guided Solutions account. Over the past couple of years, the money has been held in primarily low-risk investments due to the financial commitment to the Library Addition. Now that those expenses have been covered, they will ask Kris Zerbe to invest the funds in more growth-oriented options. They are also in the process of updating/revising their Strategic Plan. Their next meeting will be on March 18th at 1:00 p.m.

**Senior Projects Presentation:** Doris Ann visited Mrs. Smolnisky’s Senior Projects’ Classes on February 9th and 10th to teach them how to market their Senior Projects. Primarily, the presentations were about creating effective flyers and using the right forms of social media for their projects. She also discussed how to complete job and scholarship applications using Adobe Fill & Sign. There were 23 students in the first class and 13 students in the second class.

**YMCA Pre-School Story-time:**  Doris Ann visited the YMCA on Friday, February 12th to provide a Valentine Story-time to the nine preschoolers present on that day. It was fun to provide an in-person story-time for the first time in many months. Now that she has been vaccinated, she hopes to make more visits to the preschool to provide various programs.

**Jump Start – Train the Trainer:**  Jump Start is the name of the training that prepares library staff for the upcoming Summer Reading Program. Thea is one of the library staff chosen from across the state to lead the virtual training sessions this year. She and Sarah have been developing a couple of special, original programs based on the Tales & Tails theme. The training videos (10 minutes) have been filmed, edited, and submitted. With Sarah’s help, she will be hosting a virtual training on March 11th for other librarians across the state to present the programs she and other librarians have developed. Her class is currently full. In return for her efforts, the State Library will provide $900 for our library to spend on its Summer Reading Program. Thea’s submitted all of our raw video footage to her sister Julie for editing and production. To thank Julie for her help, I purchased a $25 gift card for Einstein Bros. Bagels. I will also give her some CCL swag once my logo stickers arrive.