**Custer County Library Board**

**Minutes**

**April 20, 2022 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, April 20th at the Custer County Library. Persons in attendance were Library Director Doris Ann Mertz and Trustees Renée Starr, Dave Sutton, Cheryl Dillon, Marcy Swanda, and Katie Wiederholt. Marcy chaired the meeting and called it to order at 12:54 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **March 16th Board Minutes***: Renée made a motion to approve the December 15th board minutes. Dave seconded the motion. The motion carried*

**TREASURER REPORT**:

* **GENERAL CHECKING: $15,841.58 as of April 16, 2022**
* **COUNTY SPREAD SHEET: Balance: $207,743.62 Expended: 23.69%**

**LIBRARIAN REPORT:** *Trustees received a copy of the Librarian Report discussing the topics below via email prior to the meeting. The Librarian Report is attached to and is part of this month’s Minutes.*

* **Elk Mountain Field Trip**
* **Encanto Movie**
* **Teen Night Snack Challenge**
* **DIY Sticker Demo**
* **Carrot Door Décor**
* **Seed Library & Seed Starting Basics Class**
* **Black Hills Library Consortium Meeting –** *Libraries who joined Hoopla this winter/spring reported a good experience so far and no expectations that they will exceed their budget for the service. Doris Ann will be one of the two members of the OverDrive purchasing committee this year. She will be selecting the ebooks and audiobooks purchased by the Consortium every other month.*

**UNFINISHED BUSINESS***:*

* **SD Public Library Survey –** *Presented to the County Commission at their March 30th meeting.*
* **Landscaping 101 Class –** *Before the class was even announced in the April newsletter, we had 20 registrants who had paid their $5 registration fee. Kate has made up some booklets using the instructor’s handouts. These will be given to participants, along with some graphing paper, in a two-pocket folder.*
* **BHAL Mini-Conference –** *Trustees Marcy, Renée, and Dave will be joining Thea, Sarah, and Doris Ann at the BH Area Libraries Mini-Conference on April 25th. The library will be closed on that date.*

**NEW BUSINESS***:*

* **Library Assistant Vacancy –** *Kate Shelton’s last day was April 19th. She starts her new job as the Event/Marketing Coordinator for Main Street Square on April 21st. The vacancy has been advertised for a couple of weeks. One applicant stood out from the rest and has been interviewed via Zoom. Kim May will be offered the position later today. Kim has an MLS degree, has many years of experience as an elementary school teacher, and has three years of experience as a school library media specialist. She will be able to start after her family returns from vacation. The expected first date is May 9th.*
* **Marketing Plan Review –** *Doris Ann updated the board on the progress made on the 2020-22 Marketing Plan. Many of the objectives have been met. Submitting more articles and press releases to the paper, or obtaining more coverage by the paper, is an area of the plan that needs more attention. A new plan will need to be developed soon for 2023-25.*
* **Library Policy Revision –** *Doris Ann reviewed the changes she is proposing to the “Valid Library Card” portion of the CCL Policy on pages 15 and 16. The changes include*
	+ *not granting new library cards to patrons who are restricted at other BHLC libraries,*
	+ *setting a minimum stay of 45 days for “Seasonal” account eligibility,*
	+ *clarifying that P. O. boxes, personal mailbox services, and commercial mail addresses do not constitute verification of a physical residence,*
	+ *restricting “Non-Resident” accounts to the check-out of physical materials only, and*
	+ *requiring a “Guarantor’s” account to be in good standing to authorize an account for a minor.*

*Katie made a motion to accept the changes to the policy as presented. Dave seconded the motion. The motion carried.*

**ANNOUNCEMENTS:**

* Junior Kindergarten Library Tour and Storytime at 2 p.m. today
* BHLC Mini-Conference is April 25th from 8:45 a.m. to 4:30 p.m.
* Volunteer Luncheon on April 27th
* Book Chat on April 28th at 4:30 p.m.
* Black Hills Storytellers and French Creek Folk on May 13th at 7 p.m.

**NEXT MEETING:** *The board would not have a quorum for the May meeting due to travel plans of the trustees. The next meeting will be held on June 15th at 10:00 a.m. at the Hermosa Library.*

**ADJOURNMENT:** *The meeting was adjourned at 1:30 p.m.*

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Doris Ann Mertz

Secretary/Treasurer

 **Librarian Report – April 2022**

**Elk Mountain Field Trip:** The Elk Mountain School District had a tour of the library on March 24th, with 10 kids and 6 adults attending. They were excited to hear about the extended check-out times with automatic renewals and the ReadSquared app for tracking Summer Reading. These changes make it easier for those living in the most rural areas to use their library.

***Encanto* Movie:**  Encanto was a hit with families and had 48 attendees. Thea said it was so cute how many of the kids had already seen it and were singing the songs together.

**Teen Night Snack Challenge:** Thea offered a Teen Night Snack Challenge on April 1st that had 4 teens attending. These teens are active in the Middle School Student Council and agreed to serve on her Teen Advisory Board.

**DIY Sticker Demo:** As part of its National Library Week promotion of “Connecting with Your Library,” the library hosted a DIY Sticker Demo. Sarah and Kate demonstrated how to design stickers on the ProCreate app with the iPad, in Canva, and within the CriCut Design software. Then, they showed how to use the printer and Cricut to print and cut the stickers. The event had 10 attendees. A primary purpose of this class was to encourage in-library check-out of the iPad and Cricut machine.

**Carrot Door Decor:** For the April Teen/Adult Craft, we made a Carrot Door Decoration on April 12th. This class had 10 attendees.

**Seed Library & Seed Starting Basics Class:** The Custer Mile High Garden Club and the library have partnered to offer a Seed Library, which is featured in the lobby area. The Garden Club provided seed packets of vegetables, herbs, and flowers that are known to do well in the Black Hills, as well as information on when and where to plant them. The seeds have been popular, and we have already run out of some varieties. Jenny Behlings, Garden Club member and former owner of Jenny’s Floral, offered a Seed Starting Basics class at 1 p.m. and 6 p.m. on April 14th. The classes were very well received by the 21 participants. Jenny has offered to lead other programs about seeds and plants for adults or children.

**Black Hills Library Consortium Meeting:** Oral Report**.** To be held on April 19th at 10:00 a.m. in Rapid City