**Custer County Library Board**

**Minutes**

**February 16, 2022 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, February 16th at the Custer County Library. Persons in attendance were Library Director Doris Ann Mertz and Trustees Renée Starr, Dave Sutton, Cheryl Dillon, and Katie Wiederholt. Renée chaired the meeting and called it to order at 1:00 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**Presentation by Custer Gardening Club –** *Jill Schanzenbach, who serves on the Library Committee for the Custer Mile-High Garden Club, proposed that the library and garden club partner to offer a 3-4 hour “Design Beautiful Backyards” training with Master Gardener Vicki Hoffman on April 23rd. The cost of the training would be a $200 honorarium, roundtrip mileage to Spearfish, and the cost of printing handouts for the class. The garden club donates $600 to the library each year, and such classes would be a good use of a portion of these funds. The library would be the point of contact for reserving a spot in the class, and the garden club would help with advertising. The library board was agreeable to the proposal. Doris Ann has reserved the Pine Room for April 23rd. Jill will talk to the Garden Club at their next meeting to determine how many participants to allow in the class, whether a registration fee should be charged, and who from the garden club would like to reserve a spot in the class.*

**MINUTES**

* **January 19th Board Minutes***: Dave made a motion to approve the December 15th board minutes. Cheryl seconded the motion. The motion carried*

**TREASURER REPORT**:

* **GENERAL CHECKING: $16,296.09 as of January 31, 2022**
* **COUNTY SPREAD SHEET: Balance: $250,794.07 Expended: 7.88%**

**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.*

* **Foundation**
* **Musk-Ox Storytime**
* **Cricut Class**
* **Harry Potter Trivia**
* **Senior Projects Presentation**
* **Spice Club**
* **Free COVID Tests**
* **Vax to the Max Promotion**

**UNFINISHED BUSINESS***:*

**NEW BUSINESS***:*

* **SD Public Library Survey – Annual Report (*Action Item & Signature Needed*) –** *Doris Ann presented the 2021 South Dakota Public Library Survey (Annual Report) to the board, along with a cover letter, infographic, and return-on-investment spreadsheet. The report summarizes the library’s income, expenses, holdings, services, and activities for 2021. She said she hoped to develop a PowerPoint with photos to present key information to the Commission at their meeting on March 9th. Dave made a motion to accept the annual report as presented. Katie seconded the motion. The motion carried.*
* **Library Technology Plan Review and Update –** *Doris Ann presented the 2020-22 Technology Plan with updates to the board. She doesn’t have any suggestions for the plan for the year other than promoting the recent technological improvements. Katie made a motion to accept the updates to the Technology Plan and add a goal for 2022 of promoting the recent improvements.*

**ANNOUNCEMENTS:**

* AARP Free Tax Prep on Mondays from February 14 to April 11
* Story-times on Fridays at 10:00 a.m. (Hedgehog Story-time on February 18th)
* Snowman Felting – February 17th at 4 p.m.
* Book Chat – February 24th at 4:30 p.m.
* Foundation Meeting – February 24th at 1 p.m.

**NEXT MEETING:** *March 16that 1 p.m.*

**ADJOURNMENT:** *The meeting was adjourned at 2:15 p.m.*

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Doris Ann Mertz

Secretary/Treasurer

**Librarian Report – February 2022**

**CCL Foundation:** The Foundation held its Annual Meeting on January 27th at 1:00 p.m. They are maintaining their current officers: Rose Mary Kor as Chair, Kim Canete as Vice-Chair, and Katherine Wakefield as Secretary/Treasurer. They plan to transfer $9,000 from checking to Edward Jones and transfer some funds within their two Edward Jones accounts. They are awaiting specific recommendations from Kris Zerbe. They wrote a check for $500 to the library to purchase children’s books in memory of Evelyn Ferraro, which was a restricted donation in 2021. Total donations in 2021 were $41,243.38, due in large part to a $31,000+ distribution from a single patron’s IRA.

**Musk-Ox Storytime:**  We had 36 participants for our Musk-Ox Storytime on January 28th, three of whom participated via Zoom. Candace Shelton was our guest speaker and read *Luna’s Big Oxcident*. We Zoomed with staff from the Musk-Ox farm in Palmer, Alaska, where we learned a lot about musk-ox and got to go with the staff to feed Luna and her friend. Each of the kids took home a sticker sold at the Musk-Ox Farm that’s based on a watercolor painting by our own Kate Shelton.

**Cri-cut Class:**  Sarah offered a Cricut class on January 20th and had 10 participants. They learned the basics of creating projects with our Cri-cut as they made Valentine’s Day signs. During the class, Sarah promoted that the Cri-cut is now available for in-library use. We had a participant check-out the Cri-cut, schedule time for individual instruction from Sarah, and use one of our meeting rooms for several hours on the following day to create items for a bulletin board.

**Harry Potter Trivia:** The library hosted an “Are You Smarter Than a Librarian: Harry Potter Edition?” trivia event on January 27th. We had 4 student teams, 2 adult teams, and 28 attendees in all. The winner among these 6 teams was a student team, who then faced the library staff in the final round. The library staff took home the Hogwarts House Cup, and the runner-up student team received gift cards at Dairy Queen and Miner’s Cup. Fun was had by all.

**Senior Projects Presentation:** I visited the Senior Projects class on February 9th as a guest speaker. We talked about marketing their Senior Projects, making effective flyers, and how to use Adobe Fill & Sign to complete pdf applications. One of the students, Olidia, (it’s spelled right) approached me after class to ask if she could volunteer at the library to help with our graphic design needs. She’s quite good. Win!

**Spice Club:** The third Spice Club was held on February 10th. The featured spice was Szechuan Peppercorns, and the dish was Szechuan Chicken Stir-Fry. They had 32 participants.

**Free COVID Tests:** We have received 1,500 test kits from the state library in addition to the 900 test kits received from Monument Health. We have given away approximately 300 so far.

**Vax to the Max Promotion:** Ed Starr put a representative from the Black Hills Area Community Foundation (BHACF) in contact with us to see if we would be a distribution site for gift cards in the Southern Hills in the Vax to the Max Black Hills challenge. We agreed to do so and have received 50 First Interstate debit cards worth $50 each. (I’m so glad we had just purchased a safe.) Those who come to the library and show their vaccination card proving they received the COVID booster after February 1st are given a $50 gift card. Those who show proof of receiving the original two-shot series after February 1st are given $100 in gift cards. The program is hosted by BHACF with a donation from Dr. Roger and Janice Knutsen.