**Custer County Library Board**

**Minutes**

**July 21, 2021 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, July 21st at the Custer Library. Persons in attendance were Library Director Doris Ann Mertz and Trustees Marcy Swanda, Pat Hoffman, Renée Starr, and Seyward Rittberger. Marcy chaired the meeting and called it to order at 1:07 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **May 19th Board Minutes and June 16th Special Meeting Minutes***: Pat made a motion to approve the May 19th and June 16th minutes. Seyward seconded the motion. The motion carried.*

**TREASURER REPORT**:

* **GENERAL CHECKING: $15,722.63 as of 07/15/21**
* **COUNTY SPREADSHEET: Balance of $139,381.21 with 46.6% expended**

**LIBRARIAN REPORT:**

* **Foundation** - *The Foundation met on June 24th at the Hermosa Library. Their next meeting will be on August 5th at 1:00 p.m. at the Custer Library.*
* **Early Learners Community** – *The Early Learners Community Committee held a Scavenger Hunt on July 3rd and 4th as party of the Kid’s Fair in Way Park. They had 50 kids complete the Scavenger Hunt. Participants received prizes at the South Dakota Outdoor Shop, candy at Custer Candy Company, and a prize from the treasure box at the completion of the Hunt. There was discussion of offering a similar scavenger hunt based out of the Chamber throughout the summer next year. The next meeting of the committee is on August 10th at 6 p.m. at Custer Elementary School.*
* **Summer Reading –** *Summer Reading is winding down. The party for Partnered and Independent Readers will be July 28th at 10:00 a.m. at Custer Elementary School and will feature Black Hills Raptors. The closing party for the teen program will be at Horatio’s Ice Cream on August 5th at 3:00 p.m.*

**UNFINISHED BUSINESS***:*

* **American Rescue Plan Act –** *Doris Ann provided a spreadsheet showing items purchased with the $15,000 grant from the State Library under the American Rescue Plan Act. Items ordered totaled $15,597.76. The extra will be paid out of budgeted county funds. The laptops for the Custer Library and the cordless scanners for the Hermosa Library are on backorder. All other items have already been received; bills have not yet been paid. Reimbursement will occur once all bills have been paid and receipts have been submitted to the State Library.*
* **2022 Budget –** *Doris Ann presented the budget request to the County Commission this morning. She reviewed the Contract Services and Fixed Assets which amounted to $31,825, the same amount requested last year. Personnel Services costs were not discussed because Commissioners have not yet decided on the raises for 2022. The Auditor entered numbers for Personnel Services that was based upon starting wages being set at $15 per hour, and current employees’ wages being adjusted at a similar rate. This resulted in a cost of $238,741 in Personnel Services, for a Total Budget request of $270,566.*
* **Library Strategic Plan** – *Discussion postponed to August meeting.*

**NEW BUSINESS***:*

* **2021 Policy Revision Review –** *Doris Ann reviewed some suggested changes in Library Policy. Some of the changes included: the addition of a social media policy; restricting cards when guarantors/guarantees/fellow guarantees are restricted due to unreturned materials; automatic renewal of all materials (two times) when items are not reserved; elimination of late fees while maintaining replacement cost fines for lost/damaged items; the elimination of the video agreement (Appendix J); and updates to Appendices E and G. Seyward made a motion to adopt the Custer County Library Policy Revision as presented. Renée seconded the motion. The motion carried.*
* **Request to Close on Saturday, September 4th --** *Doris Ann requested permission to close the library on the Saturday prior to Labor Day due to being short-staffed by two personnel that week. Pat made a motion to close the library on Saturday, September 4th. Renée seconded the motion. The motion carried.*
* **Hermosa Library Director** – *Roberta Upton has decided to retain her position as Hermosa Library Branch Director and turn down the offer of a full-time job with the Post Office. The Library Board no longer needs to consider the hiring and training of a new branch director.*

**ANNOUNCEMENTS:**

* End of Summer Reading Party for Partnered and Independent – July 28th at 10:00 a.m.
* Harry Potter Escape Room – July 30th at 1 p.m.
* End of Summer Reading Party for Teens – August 5th at Horatio’s
* Early Learners Meeting – August 10th at 6 p.m. in the CES Commons

**NEXT MEETING:** *August 18th at 1 p.m.*

**ADJOURNMENT:** *The meeting was adjourned at 2:10 p.m.*

**

Doris Ann Mertz

Secretary/Treasurer