

PHOEBE APPERSON HEARST LIBRARY  
BOARD OF TRUSTEES MEETING  
Monday October 18, 2021 @ 4:30 pm  
MINUTES

Call to order

Present: Gary Linn, presiding, Barb Fosheim, Micki Moore, Elizabeth Groeger

Also present: Sarah Shoop, Library Director

Absent: Donna Job

**Consent Calendar Items**

Review of Minutes from August 16, 2021 Board Meeting

M/ Micki, S/ Barb, carried to approve as read August 16, 2021 Board of Trustees Regular Meeting Minutes

**Administrative Reports**

Circulation

August

Circulation for the Lead library understandably went down in August in comparison to July. We held steady with 2,630 total items checked out in August.

This included:

547 online checkouts

139 items exchanged via Interlibrary Loan

September

Monthly total of 1,014 in-house visits which was a slight increase from August which was 1,003.

Circulation totaled 1,951 that number included:

481 online checkouts

106 items exchanged via Interlibrary Loan

**Library Website**

Google analytics shows that the Lead library website had 383 page views in August and 366 in September. I've been in touch with Luci Sied from Mile Up Marketing this past week. She is currently working on getting our calendar on the website. The State Library had enough leftover funds that this was able to be paid for without us having to pay.

**Black Hills Library Consortium**

Sarah will be attending the next consortium meeting via Zoom tomorrow (October 19) at 10 a.m. She will report what was talked about at the next meeting in December.

**Acquisitions**

New books from the past 3 months are still on display in the main room of the library for easy browsing. We have our big table in the main room of the library open and it has been used by people in the library and the knitting group.

**Financial Reports**

August

The budget for August shows routine expenses.

The budget also shows a purchase from Amazon for Audio Extension cables. The computer towers in both Micole and Sarah's offices are on the floor. The audio jack is located on these towers and makes it uncomfortable to try and plug in standard headphones for Zoom meetings and trainings and is less than ideal. The audio extension cables help with that.

Petty Cash shows a purchase from Greenfield Pub on the 2<sup>nd</sup> of August. Greenfields agreed to let us come in before they opened to the public for a private party for the teens. We purchased food for them and handed out summer reading prizes. They were also able to do karaoke and play pool. It was a big hit.

## September

The budget/petty cash shows routine expenses. Sarah purchased a COVID testing kit that has 2 tests in it from Walmart. Sarah thought it might be a good idea to have on hand if someone is not feeling well. The idea is that if someone tests positive with this, they will also need to go to the clinic, but this is one step to helping us stay safe.

M/ Elizabeth, S/Micki, carried to approve as read October 18<sup>th</sup>, 2021 Financial Reports.

## Old Business

Lawrence County Funding for 2022

On September 28<sup>th</sup>, the Lawrence County Commission approved their budget for 2022. This includes a 10% decrease in library funding compared to this year. The Lead Library will get \$97,866 from Lawrence County for 2022.

## New Business

Digitization of Newspapers – Mike Runge

Mike Runge approached Sarah and said he has a contact for the digitization of the newspapers in the basement. No mention of cost at this time, but would this be something the library would be able to do in the future? The newspapers are a fire hazard and Sarah is not sure what to do with them.

Mike digitized a set of books about Homestake in the Archive Room and gave the library a copy of the digital set on a thumb drive when he returned the books. The thumb drive is currently in the safe in Sarah's office.

## Adjourn

### Upcoming Dates

Pie Sale November 24<sup>th</sup> at the library all day or until pies are sold.

Library Board Meeting **December 20<sup>th</sup>, 5:00 pm**