

PHOEBE APPERSON HEARST LIBRARY
BOARD OF TRUSTEES MEETING
Monday December 20, 2021 @ 5:00 pm
MINUTES

Call to order

Present: Gary Linn, presiding, Donna Job, Barb Fosheim, Micki Moore

Also present: Sarah Shoop, Library Director

Absent: Elizabeth Groeger

Consent Calendar Items

Review of Minutes from October 18, 2021 Board Meeting

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

Administrative Reports

Circulation

October

Monthly total of 902 in-house visits. Circulation for the Lead library for October totaled 1,732 items.

This included:

321 online checkouts

119 items exchanged via Interlibrary Loan

November

Monthly total of 1,184 in-house visits. Circulation totaled 2,003 which was an increase over both September and October. That number included:

419 online checkouts

212 items exchanged via Interlibrary Loan

Library Website

Google analytics shows that the Lead library website had 556 page views in October and 437 in November. We got our new calendar from Mile Up Marketing on the Website and it is working wonderfully! It is easy to use.

Black Hills Library Consortium

Sarah attended the meeting on October 19, 2021. Most of what was discussed was the protocol for the libraries to invoice each other for lost items.

Acquisitions

New books from the past 3 months are still on display in the main room of the library. Luba has been doing a wonderful job of making the posters for the new books.

Financial Reports

October

The budget for October shows routine expenses.

Petty Cash also shows routine expenses. We did have one gentleman donate money for a DVD that he wanted the library to buy. We were able to find it on Amazon and it has been a fairly popular movie.

November

The budget for November shows routine expenses. The Library did receive the annual renewal for the Microreader and the Rapid City Journal. Staff have still been wiping down materials as they come back, so Clorox wipes are still an expense.

Petty Cash shows purchases of a Christmas Poinsettia. I know that is something we have purchased from the PEO in the past, and I wanted to do so again. Sarah also purchased some new Christmas decorations as the ones the library has have been used for many years. It was nice to update those.

M/ Micki, S/ Barb, carried to approve as read December 20th, 2021 Financial Reports.

End of the Year Budget Report

The report is not final, however, Sarah does know that the library will not be over budget overall this year. The library is way over on the book portion of the budget. Sarah did this on the advice of Cyndie and because the Finance Officer at City Hall said that as long as the library doesn't go over its overall budget, everything should be fine. Sarah just wanted to use as much of the budget as possible.

Sarah is waiting to hear back from City Hall about the 2022 budget. The city administrator quit rather unexpectedly and Sarah has yet to receive the finalized 2022 budget. She has spoken with the City Finance Officer and was told she will get the budget ASAP. Sarah will forward the information as soon as it is received.

Old Business

New Business

Rachel from Deadwood History Inc.

Rachel Lovelace-Portal contacted Sarah to ask if it is still okay for Deadwood History Inc. to use the basement of the library if they ever have some sort of disaster (fire, flooding, etc.). Sarah told her she would double check with the board to make sure that was still okay.

New Mining Museum/Library Update

The Mining Museum is looking at possibly getting a new building built. If that happens, what they want to do is tear down the current Mining Museum building **and** the library to build a new building that would include at two-level parking garage, one level library, commercial spaces and apartments/condos. Library staff were not informed of this prior to an article written in the paper and a presentation by the Mining Museum at the Opera House, but Sarah has told both Mining Museum representatives and city officials that she would greatly appreciate being included in any further discussions on the matter.

Staff Holiday Party

Sarah wondered if it would be possible to get permission for the library to close one (1) hour early on Thursday, December 23rd so that the library staff can have their holiday party. If so, the library would be open from 10 am – 4 pm on that day. The board said yes.

Adjourn

Upcoming Dates

Library Board Meeting **February 22, 2022 5:00 pm**