

PHOEBE APPERSON HEARST LIBRARY  
BOARD OF TRUSTEES MEETING  
Monday, June 27, 2022 @ 5:00 pm  
MINUTES

Call to order

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

Also present: Sarah Shoop, library director

**Consent Calendar Items**

Review of minutes from April 18<sup>th</sup> email meeting

M/Micki, S/Donna carried to approve as read June 27, 2022 Board of Trustees Regular Meeting Minutes

**Administrative Reports**

**Circulation**

Circulation for the library has held steady for the year.

In April, circulation totaled 1,551 items. That number includes:

346 online checkouts and 81 items exchanged via Interlibrary loan.

The website had 237 visits in April.

In May, circulation totaled 1,459 items. That number includes:

446 online checkouts and 227 items exchanged via Interlibrary loan.

The website had 260 visits in May.

**Financial Reports**

April petty cash shows mostly routine expenses. Sarah bought some bug repellent from Ace Hardware because we had been having a lot of problems with Box Elder bugs on the back of the building. There would be thick clusters of them on the back wall. They seem not to be as bad now. Also, Laura Kelly from the State Library visited on 4/26 to tour the library, discuss current library issues (both local and national) and to give the staff a chance to ask any questions that the State Library might be able to answer. Sarah paid for the lunch with petty cash. Additionally, a patron donated \$100 in Thad Fuller's name. Sarah contacted the Fuller family to inform them and let them know the funds could be used for any items that they would like to see in the library. In May, purchases were made with this fund.

May petty cash shows routine expenses. We used some of our book sale and donation jar money to purchase materials needed for the Summer Reading program and Storytime. Clarification was given for why the report says gift received even though it was a purchase. It is so that both the expense and the deposit are shown on quicken.

April budget shows normal expenses. Sarah extended our subscription with Magnolia Journal for \$15.00. This is cheaper than the rate we get through the discount magazine service and the extension will be added to our end date. Sarah traveled to Rapid City for a Black Hills Library Consortium meeting on the 19<sup>th</sup>. The meeting addressed the fact that the Hill City public library has now joined the consortium and to address concerns about patrons from out of state trying to get library cards with only mail stop addresses. Additionally, Sarah attended the Black Hills Mini Library Conference on the 25<sup>th</sup> in Rapid. If the Rapid city Library hosts this again next year, Sarah thinks it would be beneficial to have Luba and Micole attend the mini conference.

The May budget shows Sarah traveling to meet the other Lawrence Co. library directors to discuss the library request for 2023. Otherwise, the budge had routine expenses for May.

M/Elizabeth, S/Barb carried to approve as read June 27, 2022 Financial Reports.

## **Library Website**

The website had 237 sessions in April and 260 sessions in May. It is a nice feature that people can contact us through email right from the library website.

## **Old Business**

Sarah created a new policy, but in order to have that, we need to review the current collection development policy.

M/Barb, S/Donna, carried to approve the review of the Hearst Library Circulation policy.

## **New Business**

New Policy – challenged materials policy. Sarah thought it would be in the Hearst Library's best interest to have a Challenged Materials policy. As things stand nationally, it looks to be a matter of *when* not *if* the library has an item in its collection that will be challenged by a library patron. This new policy would help to guide the library staff, director and board of trustees in what to do in the event that the library receives a complaint. Attached to the policy is a copy of the *Request for Reconsideration of Library Materials* form.

M/Donna, S/Barb, carried to approve as read June 27, 2022 the Hearst Library Challenged Materials policy.

## **Lawrence Co. Library Budget Request**

The board did not have a chance to vote on the Lawrence Co. budget request before Sarah went to meetings. The LC libraries are requesting a 9% increase over the amount that was received for 2022 to account for inflation estimates. This would put the library budget almost to where it was prior to the 10% budget decrease that happened for 2022. The total amount for all libraries that is being requested is **\$482,929** with the Hearst library receiving **\$106,674** of that. The Lawrence Co. commission will be meeting on July 12<sup>th</sup> and 26<sup>th</sup> to discuss the budget, but as of right now there is no exact appointment for when they will be discussing the library portion of the budget. Sarah will keep checking to see when this is and will attend both meetings if needed.

M/Micki, S/Elizabeth carried to approve as read June 27, 2022 the Lawrence County Library 2023 budget request.

## **Trustee Renewal**

Both Micki and Gary are up for three-year renewal. Both have been invaluable assets to the library and the board. If both are willing to continue to be on the board, we would love to continue having them.

M/Barb, S/Donna carried to approve as read June 27, 2022 the approval for Micki Moore and Gary Linn for three more years as a Hearst Library Board of Trustees member.

## **Upcoming Dates**

Library Board Meeting **August 22<sup>nd</sup>, 2022 5:00 pm**