

PHOEBE APPERSON HEARST LIBRARY
BOARD OF TRUSTEES MEETING
Monday, December 19th, 2022 @ 5:00 pm
MINUTES

Call to order at 5:07 pm

Present: Gary Linn, presiding, Micki Moor, Barb Fosheim, Elizabeth Groeger, and Donna Job.

Also present: Sarah Shoop, library director

Consent Calendar Items

Review of minutes from October 24, 2022 meeting.

M/Barb, S/Elizabeth carried to approve as read December 19, 2022 Board of Trustees Regular Meeting Minutes

Circulation

Circulation of library items totaled 1,805 in September and 1,914 in October. These numbers include 171 items exchanged in September and 136 items exchanged in October.

Financial Reports

October petty cash shows routine expenses. There was discussion of Sarah putting the name of donors who write the library a check in the report. All other donations (i.e. book bin and book sale) do not have names attached. Some book sale money was used to purchase Halloween candy and Thank You cards for the library.

November petty cash also shows routine expenses. There was a discussion of how much the RC Journal subscription has increased. It jumped from \$584.99 to \$744.99 (a \$160 increase over last year).

October budget reflects the SDLA grant of \$400 that Sarah was awarded. This helps the Travel & Training budget to not be so overspent. Otherwise, there were only routine expenses.

The November budget also shows routine expenses. Sarah did order more checks for the petty cash account for the library. She ordered checks that include a copy to minimize accidental duplicate payments.

M/Micki, S/Donna carried to approve as read December 19, 2022 Financial Reports.

Library Website

The website had 275 visits in September and 296 in October. Google Analytics (the tool used to acquire the website stats) has changed and Sarah is working on trying to figure out how to navigate the changes and still provide the stats to the library board and the SD State Library.

Old Business

County and City Funding for 2023. Lawrence county will be contributing \$97,866 to the Lead Library and the City of Lead will contribute \$169,574 for a total budget of \$267,440.

New Business

Grants

Micole was able to attain a \$1,000 grant from Coeur Wharf. The grant money will be used for the 2023 Summer Reading Program.

Sarah applied for and received a \$400 grant for the SDLA conference which was held in September. This greatly helped the travel/training part of the budget for 2022.

Review Computer Use Policy. The board examined the policy and it was updated to include the current year and Sarah's signature.

Adjourn

Upcoming Dates

Library Board Meeting

February 21st, 2023 @ 5:00 pm