

PHOEBE APPERSON HEARST LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, March 7<sup>th</sup> 2023 @ 5:00 pm  
MINUTES

Call to order at 5:02 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 December 19<sup>th</sup>, 2022 meeting.

Donna pointed out spelling error. Need to change Corp Wharf to Coeur Wharf. Sarah will make the change.

M/Micki, S/Donna carried to approve as read March 7, 2023 Board of Trustees Regular Meeting Minutes

**2022 Financial Report**

Discussion of why there was \$20,974.74 that was not spent. Sarah was mistakenly told that she was over budget and stopped spending. The finance officer later told Sarah that she was not over budget.

M/Barb, S/Micki to approve the 2022 Financial Report.

**Circulation**

The board looked at circulation stats from December 2022 and January 2023. 2022 as a whole shows that circulation has been steadily increasing over the past 2 years.

**Financial Reports**

December petty cash shows routine expenses. It was pointed out how expensive the RC Journal is. Sarah would not renew the subscription if not for the fact that now many individuals are dropping their subscription and choosing to read the paper at the library instead. December budget also shows routine expenses.

January petty cash and budget both show routine expenses. Gary had a question about the “opening balance.” Sarah explained that that is required in Quicken to set up a new budget. The opening budget always shows as \$0.00 and then other amounts for the different budget items are able to be put in. Sarah pointed out that the book budget went from \$14,000 down to \$12,000.

M/Elizabeth, S/Micki carried to approve as read March 7, 2023 Financial Reports.

**Library Website**

The website had 295 visits in December and 378 in January.

**Black Hills Library Consortium**

The BH Library Consortium met in January for it’s annual meeting to elect officers. Sarah is the secretary. The Rapid City Public Library announced that it will have a mini-library conference on April 24, 2023. Micole and Luba will attend this conference and Sarah will attend the SDLA conference later in the year so that all three staff members have a chance to participate in a training opportunity.

**Old Business**

Sarah found files in her office pertaining to the ADA requirements which she forwarded to the city administrator. One of the requirements is due 8/15/23. There was a short discussion of the Mining Museum and the new library. Millions of dollars need to be raised by the Mining Museum for this project. Sarah’s fear is that

the ADA updates to the building will be put on the back burner because of the possibility of a new library. She doesn't want to see the city/library get a fine or shut down due to non-compliance. It is understandable that the city would not want to spend a lot of money on a building that could be potentially torn down, however, this still needs to be addressed. Elizabeth brought up the fact that the Boys & Girl's club is looking to add a second floor to their building. They wondered if the library would be interested in moving there. Sarah will talk to Darla Auld and the city administrator to learn more about the square footage they have and additional details.

### **New Business**

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

M/Barb, S/Donna to approve the weeding policy.

Review 2022 Annual Library Survey. The library board looked over the Annual Library Survey which Sarah will submit to the SD State Library before March 31<sup>st</sup>.

M/Barb, S/ Donna to approve the 2022 Annual Library Survey.

### **Adjourn**

### **Upcoming Dates**

Library Board Meeting

April 17<sup>th</sup>, 2023 @ 5:00 pm