

PHOEBE APPERSON HEARST LIBRARY  
BOARD OF TRUSTEES MEETING  
Monday April 17<sup>th</sup>, 2023 @ 5:00 pm  
MINUTES

Call to order

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

Absent: Elizabeth Groeger

Also present: Sarah Shoop, Library Director

**Consent Calendar Items**

Review of minutes from March 7<sup>th</sup>, 2023 meeting.

M/ Barb, S/ Donna to approve the minutes from the March 7<sup>th</sup>, 2023 meeting

**Circulation**

February shows an increase in circulation over January. Additionally, March shows an increase in circulation over February. Hopefully this trend will continue. The number of total patrons went down due to the fact that the staff recently weeded out library cards that had been inactive for 5 years. In addition, the total number of items cataloged went down because staff weeded the DVDs and audiobook CDs.

**Financial Reports**

February budget shows mostly routine expenses. There is a large payment to Computer Support Services. Greg updated one of the front office computers and Micole's office computer. Doing this was cheaper than buying new computers. Additionally, Greg fixed the document scanner on the Ricoh printer which had not been working.

February petty cash shows routine expenses. The library bought book bags, some prizes and staff T-shirts from CSLP for the summer reading program.

March budget shows that Micole attended the Jumpstart training workshop to help her get ready for summer reading. Additionally, the library bought an LED light for the light at the top of the back steps. Otherwise, the budgets shows routine expenses.

March petty cash shows that \$300 was used to buy gift cards for the Race to Read program. This was grant money that had been previously deposited into the account. It was decided that Walmart gift cards might be the best option for prizes. \$100 was given to the top reader, \$75 to second place and \$50 to third place. The remaining 3 participants all got a \$25 gift card for their participation in the program. Easter décor and St. Patrick's day décor that was on sale were also purchased for the front window.

M/ Micki, S/ Barb to approve the Lead Library Financial Reports for February and March of 2023

**Library Website**

The website had 302 visits in February and 334 visits in March. Overall, there has been an increase in website traffic.

**Black Hills Library Consortium**

The BH Library Consortium met on April 13<sup>th</sup>. The Lawrence County Librarians are hoping to have meeting on the 15<sup>th</sup> of May at 5:30 at the Spearfish Library. I need one board member. Will be asking for a 5% increase over what we got this year/last year.

M/ Donna, S/Micki to approve a request from Lawrence County for an increase of 5% for the 2024 budget.

### **Old Business**

Library ADA updates – the city crew has been installing ADA approved door handles throughout the library. Additionally two of the city guys have been in several times to assess what to do next.

Friends of the library – on March 30<sup>th</sup> Sarah and the Endowment Board President, Kim Borsch presented at the Souper Starz event (thank you to those who attended) to present the new Friends of the Library. The Friends of the Library project won \$370 and also got the word out about the program. People can elect to donate money to become a Friend of the Library. It is a passive way of fundraising and has been well received.

BH Library Mini-Conference – Sarah got permission from the City Administrator to close the library on Monday, April 24<sup>th</sup> so that all three staff members can attend. The conference is free and the only cost will be travel reimbursement which Sarah got approved by the City Administrator. All three staff members will carpool to the event and there are no other costs for the event.

### **New Business**

Review Computer Filtering Policy

M/ Donna, S/ Barb to approve the Lead Library Filtering Policy.

### **Adjourn**

### **Upcoming Dates**

Puppet Show/SRP kickoff  
Library Board Meeting

June 6<sup>th</sup>, 2023 @ Outlaw Square (6:30 pm)  
June 20<sup>th</sup>, 2023 @ 5:00 pm