

PHOEBE APPERSON HEARST LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, June 20<sup>th</sup>, 2023 @ 5:00 pm  
MINUTES

Call to order

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

Absent: Barb Fosheim

Also present: Sarah Shoop, Library Director

**Consent Calendar Items**

Review of minutes from April 17<sup>th</sup>, 2023 meeting.

M/ Micki, S/Donna to approve the minutes from the April 17<sup>th</sup>, 2023 meeting

**Circulation**

For April and May, our circulation numbers are holding fairly steady overall. We're hoping to see an uptick in circulation for the summer. Overall attendance is also holding steady.

**Financial Reports**

April Petty Cash reflects routine expenses.

April Budget shows the purchase of new door handles. This is one of the requirements from the ADA. Most of the library's door knobs were round and the ADA wants door handles. Sarah, Micole and Luba attended the Black Hills Mini-Conference on April 24<sup>th</sup>. The only expense associated with that was travel reimbursement. All three librarians were able to carpool, so that helped. There were no registration fees.

May Petty Cash shows routine expenses. The library contracted Dragons Are Too Seldom for the summer reading puppet show. It was a big success and had a total of 112 participants.

May Budget has expenses for travel and conference registration for Sarah. The conference will be held in Rapid City this year and Sarah was able to secure the early bird price for registration. Additionally, Sarah traveled to the Rapid City Public Library in May to attend a cataloging discussion. The BH consortium is trying to have uniformity within all catalog records and this meeting was the first step for all of that. Sarah and Gary attended a meeting for the Lawrence County libraries to discuss funding with one of the County Commissioners on May 15, 2023. The libraries made a request for a 10% increase over this year.

M/Donna, S/Elizabeth to approve the Lead Library Financial Reports for April and May of 2023.

**Library Website**

The website had 252 visits in April and 319 visits in May.

**Old Business**

Library ADA updates – the city crew has been installing ADA approved door handles throughout the library. The city administrator informed Sarah that the city is trying to get an official from the ADA to come to Lead and assess the library and report on what has to be complete this year. The person the city is in contact with is located in Kansas.

Book Sale- The library hosted a book sale on Saturday, June 17, 2023. There were not a lot of people who attended, so the library will leave the sale up for this week.

## **New Business**

### **Reappointment of Trustees**

Donna Job is up for reappointment if she wishes. Donna said she will take a break. The library will look for another person to be a trustee.

M/Elizabeth, S/Micki to approve Donna Job for another term of 3 years as a library trustee.

### **Proposal to change meeting days**

Sarah is worried about hosting the board meetings while the library is closed, as they are supposed to be open to the public. She is wondering if either the third Tuesday or Wednesday of the month or changing the time that the board meets would work to meet, just in case.

M/Micki, S/Elizabeth to approve changing the Lead Library Board meetings to take place on the third Monday of every other month at 4:00 pm MDT.

### **Review Circulation Policy**

The State Park Passes were added to the circulation policy. All changes are highlighted on the policy and include the checkout days and fines and replacement costs if the passes are not brought back to the library. The Game Fish and Parks department and State Library have several restrictions on the passes which the Lead Library has to adhere to in order to offer the passes.

M/ Donna, S/Micki to approve the changes to the Hearst Library Circulation Policy.

### **Library Courier Update**

The State Library informed all SD libraries that the current courier company did not wish to renew their contract with SD libraries. The contract ends the 30<sup>th</sup> of June. The State Library is currently in negotiations with another company to see if that can be used instead. In the meantime, all BH libraries have put a hold on requesting items and have focus on sending items back to their home libraries. However, the local libraries (Lead, Deadwood, Spearfish and Sturgis) have made an informal agreement that if anyone from one library will be in the area of another, they will give the library a heads up and drop off/pick up items. It is not as consistent or convenient as the courier system, but is an option for sharing materials.

## **Adjourn**

### **Upcoming Dates**

Library Board Meeting

August 21, 2023 @ 4:00 pm