

PHOEBE APPERSON HEARST LIBRARY  
BOARD OF TRUSTEES MEETING  
Monday, April 15, 2024 @ 4:00 pm  
MINUTES

Call to order

Present: Gary Linn, presiding, Barb Fosheim, Elizabeth Groeger, Micki Moore, Beth Bertolotto

Absent:

Also present: Sarah Shoop, Library Director, John Wainman, City Administrator

**Executive Session**

M/ Barb, S/ Beth at 4:07 pm to go into executive session regarding personnel matters.

M/Barb, S/Elizabeth at 4:29 pm to come out of executive session regarding personnel matters.

**Consent Calendar Items**

Review of minutes from February 20, 2024 meeting.

M/ Micki, S/ Elizabeth to approve the minutes from the February 20, 2024 meeting.

**Administrative Reports**

**Circulation**

The board looked at circulation statistics for the library for February and March of 2024. Stats show that there was a significant increase in circulation between February and March.

**Financial Records**

February

Petty Cash

Petty cash shows routine expenses.

Budget

The budget reflects a purchase of 1,000 library cards. The last time the library had to buy more was in 2019, so this should last for a while. The budget also reflects the maintenance charges from Black Hills Security Systems. A technician came in and upgraded the panic buttons to a cellular line instead of a landline and also replaced the batteries. Additionally, the February budget reflects the cost of two online classes that Micole is taking.

March

Petty Cash

Petty cash for March shows routine expenses.

Budget

The budget also shows routine expenses as well as the purchase of more vista foil to cover books and library bags for patrons to carry items.

M/ Beth, S/ Elizabeth to approve the Hearst Library financial records for February and March of 2024.

**Old Business**

**Withdrawn Materials Policy**

The Withdrawn Materials Policy was updated and the phrase that included “inappropriate materials” was removed. Additionally, the procedure “material may be discarded when there is availability of duplicate copies, other formats or other material on the subject” was added as that is what staff have been trained to consider

when weeding. The phrase, “The Library Director has the authority to approve or reject any weeding recommendations and to oversee the implementation of this policy” was also added as that is also what staff have been directed to do in the past.

M/ Beth, S/Micki to approve the Withdrawn Materials Policy with changes.

### **New Business**

#### **Review Gift Materials Policy**

There were no changes made to the Gift Materials Policy but the policy still had the previous director’s signature.

M/ Beth, S/Micki to approve the Gift Materials Policy.

#### **Consideration of closure on April 22<sup>nd</sup> for BH Mini-Conference**

The city administrator approved the library closure on the 22<sup>nd</sup> of April. The library needs the board’s approval for the library to close so that staff may attend a one-day conference in Rapid City. There are no registration fees and the only cost is travel. All three staff members will carpool.

M/ Micki, S/ Barb to approve closure of the Lead Library on April 22<sup>nd</sup> for the Black Hills Mini-Conference.

### **Adjourn**

#### **Upcoming Dates**

Black Hills Mini-Conference (Rapid City)

April 22, 2024

Library Board Meeting

June 17, 2024 @ 4:00 pm