

PHOEBE APPERSON HEARST LIBRARY
BOARD OF TRUSTEES MEETING
Monday, August 19, 2024 @ 4:00 pm
MINUTES

Call to order

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

Absent:

Also present: Sarah Shoop, Library Director

Consent Calendar Items

Review of minutes from June 17, 2024 meeting.

M/ Barb, S/ Micki to approve the minutes from the June 17, 2024 meeting.

M/ Beth, S/ Micki to approve the minutes from the special meeting held on August 2, 2024.

Executive Session – Personnel

M/ Barb, S/ Beth at 4:20 p.m. to go into executive session regarding personnel matters.

M/ Elizabeth, S/ Micki at 4:39 p.m. to come out of executive session regarding personnel matters.

Administrative Reports

Circulation

The board looked at circulation statistics for the library for June and July of 2024. July had the most circulation for one month for all of 2024 so far.

Financial Records

June

Petty Cash

Petty cash for June shows routine expenses. The library was awarded a \$4,900 grant from Wharf to purchase a new Ricoh printer.

Budget

The budget for June also shows routine expenses.

July

Petty Cash

Petty cash for July shows routine expenses.

Budget

The budget also shows routine expenses.

M/ Beth, S/ Micki to approve the Hearst Library financial records for June and July of 2024.

Old Business

Book Sale

The library sold books as a part of the community-wide garage sale on Saturday, June 15th. The fire department did not host tables for people to use to sell items this year, so the sale was held at the library during open hours. The library extended the sale from June 15th to the end of July and made \$790.86.

New Business

Review Employee Emergency Procedures Policy

The library recently received an AED device. The police department applied for a grant to obtain two of them: one for the library and one for the city shop. The library staff received training on how to use the device from the Chief of Police and CPR training for all staff is pending. The AED device was added to the Employee Emergency Procedures Policy and a spelling error in the policy was corrected. Additionally, a section concerning what to do if there is an active shooter in the building was also added at the recommendation of Jeff Lanning from Safety Benefits Inc.

M/ Barb, S/ Beth to approve the changes to the Employee Emergency Procedures Policy

Update on Lawrence County Funding

The County accepted the 10% increase request from the Lawrence County Libraries for 2025. The Lead Library will receive \$107,653 out of the total \$476,991. Lead, Deadwood and Whitewood all received a 10% increase and Spearfish received a 5% increase.

New Ricoh Printer

On Monday, August 9, A&B Business Solutions out of Rapid City delivered a new Ricoh printer. This printer was paid for with a grant received from Wharf. A separate part which will allow the library to send and receive faxes will be installed at a later date when the part arrives. That part will be paid for with money from the library's budget. The city allotted extra money to the library just in case if the grant was not approved, so this will not be an issue.

Adjourn

Upcoming Dates

SDLA Conference – Sarah (Aberdeen)
Library Board Meeting

September 25-27th, 2024
October 21st, 2024 @ 4:00 pm