

PHOEBE APPERSON HEARST LIBRARY
BOARD OF TRUSTEES MEETING
Monday, October 20, 2025
MINUTES

Call to order

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

Absent: Elizabeth Groeger

Also present: Sarah Shoop, Library Director

Correction to the agenda

The CPR training that was originally included on the agenda was cancelled after the agenda was published on the library's website and sent to the library board. That item needed to be removed from the agenda.

M/Barb, S/ Beth to accept the changes to the agenda.

Consent Calendar Items

Review of minutes from August 18, 2025

M/Micki, S/Barb to approve the minutes from the board meeting on August 20, 2025.

Administrative Reports

Circulation

The board looked at circulation statistics for the library for August and September 2025. Things seem to be staying steady. Sarah informed the board that the library has signed up for a company called Who-Fi which is paid for by the State Library. The company has technology that can help libraries keep a count of how many sessions are used on their Wi-Fi. This will likely greatly improve the accuracy of knowing how many people use the Wi-Fi because right now the library staff keeps track and if someone uses the Wi-Fi outside of the library after hours, they don't get counted because the staff doesn't see them.

Financial Records

August

Petty Cash

Budget

September

Petty Cash

Budget

M/Beth, S/Micki to approve the Hearst Library financial records for August and September, 2025.

Old Business

New Business

Review Test Proctoring Policy

Sarah explained that this past summer, the library saw quite an increase in people needing test proctoring services. The Deadwood Public Library does not proctor tests at all, so the Lead Library is the only place for people to take a test without having to go to Spearfish or Sturgis.

M/Barb, S/Beth to approve the new Test Proctoring Policy.

New Librarian of the Year-Luba

Sarah nominated Luba for the New Librarian of the Year Award and she won. Luba received the award at the Branch Out Training on Friday, October 17th in Spearfish.

Branch Out Training Update

The training took place in Spearfish on October 17th. The training covered topics of how to be a resilient librarian during tough times, time management strategies, letterboxing, de-escalation, intellectual freedom and a roundtable discussion of effective programs and services at each library. The staff all feel like the training was valuable and each took away something from it.

Adjourn

Upcoming Dates

Library Pie Sale

Library Board Meeting

Wednesday, November 26, 2025

Monday, December 15, 2025