

Library Board of Trustees Meeting  
Thursday, November 18, at 3:30 p.m.  
Conference Room C&D

Minutes

*Roll Call – Kelly Kirk, Chris Davis, Larry Klarenbeek, Sheleen Bauer, Julie Gardner, Richard Sleep, Amber Wilde, Ashley McDonald*

**Consent Agenda**

Approval of September minutes – Chris moved, Julie seconded. Motion carried.

Financial report and bills – Nothing to report

**Discussion Items**

Director's Report -

State Level: The library is on track to complete the ARPA grant implementation by the end of this year. There is a minor issue with the computer management software, but that is being resolved, and Amber hopes to still have it implemented in the next couple of weeks. Amber has been asked to serve on the hiring committee for the new State Librarian so will be participating in Zoom interviews for the candidates over the next couple of weeks.

Black Hills Library Consortium: Hill City has officially become a member of the Black Hills Library Consortium and will be live in the catalog within the next month. They will not be joining the BHLC OverDrive collection at this time. The consortium will be revisiting card policies, particularly as pertains to our digital resources, in January.

Local Projects: The new computer desks are nearly all on place, just waiting on the final changes to the management software before we finish rearranging. The library has been asked to participate in the Festival of Trees Saturday with Santa on December 4 again this year. The librarians are still making progress on reorganization projects.

Staffing: Nothing new to report

Training: Tom Stulken attended sessions as part of the SDLA conference in September. Stephanie attended training on working with patrons with Alzheimers. Shayna attended some teen programming training. Amber attended training on how to manage OverDrive collections for a consortium. Nearly all staff attended safety training on ergonomics, stress in the work place, and risk assessment during the Safety Stand Down on Nov. 17.

**Circulation Statistics:**

September 2021

Total	Total
Loans	Renewals
-----	-----
5,201	1,587

October 2021	
Total	Total
Loans	Renewals
-----	-----
5,062	1,623

**Strategic Plan Update –**

The technology survey was completed during the month of September. There were twelve responses. Nearly half of respondents said they did not have access to all of the technology or internet access they needed from home. Two thirds said they did have all of the access they needed from the library. Current library technology usage included e-books, internet, basic computer programs, wi-fi, printing, and research resources. Additional resources requested included Fax, Builder workshops, Tinkerer resources, and Kanopy. They would like to learn the following skills: mobile devices, wireless printing, Java, RF detection, Technology classes.

**Technology Plan Update –**

Current action items included replacing staff and patron computers. Patron computer replacement is nearly complete, and a staff computer will be replaced before the end of the year.

Items from the Board – Chris stated that she has had several compliments about our library from people visiting or moving here recently.

**Action Items**

Non-Resident Card Policy – Chris moved to approve the provided Library Card Registration policy as amended. Julie seconded. Motion carried.

Credit Card Policy – Julie moved to approve the Credit Card Policy as presented. Chris seconded. Motion carried

Evaluate current Covid-19 procedures – No changes to policy. Discussion was to continue with plan to resume story time and other activities in January unless something changes between now and then.

Review Fee Schedule – Chris moved to accept the current fee schedule as is without changes at this time. Julie seconded. Motion carried.

Holiday Closures for 2022 – Sheleen moved to approve the provided holiday closures for 2022 amended to add Juneteenth to be observed on June 20. Chris seconded. Motion carried.

Board Member recommendation – Sheleen moved to recommend Kelly Kirk to serve another term ending December 31, 2024. Chris seconded. Motion carried.

The meeting was adjourned at 4:30 p.m.

Next meeting: January 6, 2022, at 3:30 p.m.