

Library Board of Trustees Meeting  
Thursday, July 13, at 4:00 p.m.  
Library Meeting Room

Minutes

*Roll Call – Chris Davis, Larry Klarenbeek, Eric Jennings, Sheleen Bauer, Julie Gardner, Fred Romkema, Kelly Kirk, Amber Wilde,*

**Consent Agenda**

Approval of May minutes – Eric moved. Kelly seconded. Motion carried.

Approval of Financial report and bills – Julie moved. Eric seconded. Motion carried.

Check # 4048	6/6/23	Midwest Tape (Hoopla)	\$803.18	Digital Content
Check # 4049	7/13/23	Barron's	\$383.27	Subscription
Check # 4050	7/13/23	Midwest Tape (Hoopla)	\$945.61	Digital Content
Check # 4051	7/13/23	Dakota Country	\$25.00	Subscription

**Discussion Items**

Director's Report

State Level: We have had some issues with the statewide courier that have led to delays in requesting books from other libraries this summer. The contract has been renewed with some modifications for this next year. Sharing between the smaller Black Hills libraries through the courier has been discouraged. Our weekly stops have been reduced from three days to two.  
Black Hills Library Consortium: We are exploring options for sharing books among the libraries in the Black Hills going forward due to the recent adjustments to the statewide courier system. We are also prioritizing training of some of our newer librarians in the upcoming months.  
Local Projects: We plan to have the fiction relabeling and organization complete by mid-August. We have been waiting on a vendor for the remaining changes for the children's section but hope to have that complete by September.

Staffing: We will lose our seasonal page at the end of August but hope to have a workstudy in place shortly after.

Training: N/A

Strategic Plan: Still plugging away at several projects that will be completed by end of summer prior to taking on our next objective.

Marketing Plan: Staff is learning and becoming more comfortable with our new software and we are gradually working this into our social media strategy.

Technology Plan: We have found a source for software available to libraries and non-profits that shows great promise in allowing us to update all of our Microsoft products within our existing office budget this year. We are just working through the process and I hope to have this update complete by September.

**Circulation Statistics:**

May 2023

Physical Loans	OverDrive Loans	Hoopla Loans
----- 5,224	----- 3,241	----- 354

June 2023

Physical Loans	OverDrive Loans	Hoopla Loans
----- 7,652	----- 3,234	----- 410

Website Update – The department header package is in place for the library. We will have it finalized by end of next week, and it should go live along with the rest of the new City website on July 31.

Items from the Board – Chris asked about the summer reading program. Teen and adult program attendance is low, but children’s programs have been well-attended as usual. Participation in the reading program is up, especially among adults. Many families are participating as a whole. There was also discussion about CE credits for board members. Amber will send out the link again so that we can stay on top of that rather than waiting until the last minute at accreditation time.

**Action Items**

SDLA Conference – Board members are welcome to attend, but there is not much on the schedule specifically targeted for them. Amber and Stephanie are presenting so will attend, which is budgeted. Amber had originally planned to try to get more staff there and possibly adjust hours accordingly, but the offerings at conference probably do not warrant that. No action needed.

Interlibrary Loan – As mentioned in the director’s report we have been having courier issues. A meeting with the State Library is scheduled in two weeks and we hope to have more information and a possible resolution then. Monument lab couriers and Prairie Hills Transit were both mentioned as possible sources of transportation around the hills to approach about partnership.

The meeting was adjourned at 4:35 p.m.

Next meeting: September 14, 2023, at 4:00 p.m.

