

Minutes for January 2019

The Hand County Library Board of Trustees met on Monday, January 28, 2019, at 4:00 p.m. in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Gloria Keck, Marianne Peterka, Librarian Ray Caffee.

Members absent: Mike Donlin

Motion by Mrs. Keck, seconded by Mrs. Peterka, to approve the minutes. Motion carried.

National Library Week will be April 7-13, and the theme is "Libraries=Strong Communities." We will begin planning for a 50th anniversary party celebrating 50 years in the current building.

The library will be closed on February 18 for Presidents' Day.

Computer 1 on 1 classes are being offered on Wednesday evenings from 5-7 by high school student Kaden Sivertsen. Preschool story time continues to be held the 2nd and 4th Mondays at 11:15.

The Board reviewed the current committee assignments without changes. Those assignments are: Mike Donlin, Facilities; Mike Anglin, Personnel; Marianne Peterka and Gloria Keck, Policy; Andrea Fiala, Technology.

Mary Breitling would like to attend the Jumpstart Reading Workshop in Aberdeen on March 8. The Board approved this request.

A grant in the amount of \$3,178 from the Miller Area Foundation was presented to the library at the Farm & Home Show for the purpose of replacing obsolete public computers. The Board expressed deep appreciation for this grant and a letter will be sent to the Foundation Board.

A quote from MicroFix, Inc. from Pierre was reviewed, and Mike Anglin made a motion, seconded by Marianne Peterka, that the quote be accepted with the options of DVDRW drive, Intel i5-8500 processor, and 500GB Solid State Drive be added for a total cost of \$1,139 per tower. Motion carried. This will be presented to the County Commission on February 5 for their approval.

The next Board meeting will be held on Monday, February 25, 2019, at 4:00 p.m.

Motion was made by Mrs. Peterka, seconded by Mr. Anglin, to approve the bills. Motion carried.

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|-----------------------------|--------------------------|------------|
| SYNCB/Amazon | #(426) books, | \$ 296.93 |
| | #(426) DVDs | \$ 31.75 |
| | #(426) network switch | \$ 20.99 |
| Bob's Gas | #(426) propane | \$ 736.70 |
| Center Point Large Print | #(426) books | \$ 532.08 |
| Midcontinent Communications | #(428) telephone service | \$ 37.20 |
| City of Miller | #(428) utilities | \$ 314.02 |
| Mary Breitling | #(410) salary | \$1,053.50 |
| Debra Bushfield | #(410) salary | \$ 400.95 |
| Ray Caffee | #(410) salary | \$ 898.06 |
| Connie Schroeder | #(410) salary | \$ 615.23 |

Meeting adjourned.

Ray Caffee
Ray Caffee, Librarian

Andrea Fiala
Andrea Fiala, Library Board Chairman

Minutes for February 2019

The Hand County Library Board of Trustees met on Monday, February 25, 2019, at 4:00 p.m. in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, Marianne Peterka, Librarian Ray Caffee

Members absent: Gloria Keck

Motion by Mrs. Peterka, seconded by Mr. Donlin, to approve the minutes. Motion carried.

The One Book South Dakota for 2018 has been chosen: Neither Wolf Nor Dog by Kent Nerburn.

The replacement computers we are adding have arrived and will be set up soon.

The SD State Library is sponsoring a Scan Day event during National Library Week. The library requested to participate on April 11. Community members will be invited to come to the library and digitize photos, documents, etc.

The Board gave permission for the librarian to apply for the Pilcrow Foundation Grant that provides children's books to small libraries with a matching requirement.


The next Board meeting will be held on Monday, March 25, 2019, at 4:00 p.m.

Motion was made by Mr. Anglin, seconded by Mrs. Peterka, to approve the bills. Motion carried.

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|-----------------------------|--------------------------|-----------|
| Bob's Disposal | #(428) garbage service | \$ 42.00 |
| Bob's Gas | #(426) propane | \$ 681.50 |
| Ingram | #(426) books | \$ 376.78 |
| Midcontinent Communications | #(428) telephone service | \$ 37.56 |
| City of Miller | #(428) utilities | \$ 332.08 |
| Miller Press | #(426) newspaper renewal | \$ 50.00 |
| Plainsman | #(426) newspaper renewal | \$ 168.38 |
| | | |
| Mary Breitling | #(410) salary | \$ 992.25 |
| Debra Bushfield | #(410) salary | \$ 356.40 |
| Ray Caffee | #(410) salary | \$ 898.06 |
| Connie Schroeder | #(410) salary | \$ 549.78 |

Meeting adjourned.


Ray Caffee, Librarian


Andrea Fiala, Chairman

Minutes for March 2019

The Hand County Library Board of Trustees met on Monday, March 25, 2019, at 4:00 p.m. in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, Gloria Keck, Marianne Peterka, Librarian Ray Caffee
Members absent: None.

Motion by Mr. Donlin, seconded by Mrs. Peterka, to approve the minutes. Motion carried.

The State set the closing for the Easter Holiday at the Court House for Friday, April 19 and Monday, April 22. Following discussion, the Board will request that the library be closed Friday and Saturday, April 19-20, and open regular hours on Monday, April 22. The librarian will send a letter to the commissioners with this request.

The annual report was reviewed and discussed. Mrs. Peterka made a motion, seconded by Mr. Donlin, to accept the annual report as presented. Motion carried.

National Library Week, "Libraries=Strong Communities" will be celebrated April 7-13. We are planning to celebrate the 50th anniversary of the present location during the week. Regular preschool story time with a theme of libraries on Monday at 11:15, an open house will be held on Wednesday from 4-7, Scan Day for Thursday, "Called to Walls" movie and discussion about the local mural project on Friday at 1:00, and an author visit from former Ree Heights resident and Miller graduate Jen Taylor Nicholas on Saturday at 1:00.

During the spring thaw, the roof drainage system was frozen, causing water issues around the east door. Mike Donlin assisted with extending the drain to the parking lot with above ground piping. Ongoing discussion will be what can be done to eliminate or reduce the problem in the future. The electrician who checked the ungrounded outlet in the women's restroom suggested that the best way to fix the problem might be removal of the outlet and a cover. Since the outlet is not used, the Board agreed with this solution.

Memorials were received for Bernie Parmely and Mr. & Mrs. Ruben Widmayer.

The new computers have been installed and on a motion by Mike Anglin, seconded by Mike Donlin, the four old Gateway towers were declared surplus. Motion carried.

The library will have the opportunity to host author Kent Nerburn, author of SD One Book 2019, Neither Wolf Nor Dog. If chosen, our expense would be minimal, including advertising the event.

The next Board meeting will be held on Monday, April 29, 2019, at 4:00 p.m.

Motion was made by Mr. Anglin, seconded by Mrs. Keck, to approve the financial report/bills. Motion carried.

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|-----------------------------|----------------------------------|-----------|
| Bob's Gas | #(426) propane | \$ 290.00 |
| Mary Breitling | #(427) mileage/Aberdeen workshop | \$ 74.76 |
| Midcontinent Communications | #(428) phone service | \$ 37.95 |
| City of Miller | #(428) utilities | \$ 316.78 |
| Recorded Books | #(426) audio books | \$ 141.27 |
| SYNCB/Amazon | #(426) books | \$ 225.78 |
| | #(426) magazines | \$ 25.00 |

| | | |
|------------------|-----------------------|------------|
| Mary Breitling | #(410) salary | \$ 1102.50 |
| Debra Bushfield | #(410) salary | \$ 356.40 |
| Ray Caffee | #(410) salary | \$ 898.06 |
| Connie Schroeder | #(410) salary | \$ 654.50 |
| Mike Anglin | #(411) board meetings | \$ 36.00 |
| Mike Donlin | #(411) board meetings | \$ 24.00 |
| Andrea Fiala | #(411) board meetings | \$ 36.00 |
| Gloria Keck | #(411) board meetings | \$ 24.00 |
| Marianne Peterka | #(411) board meetings | \$ 36.00 |

Meeting adjourned.

Ray Caffee
Ray Caffee, Librarian

Andrea Fiala
Andrea Fiala, Library Board Chairman

Minutes for April 2019

The Hand County Library Board of Trustees met on Monday, April 29, 2019, at 4:00 p.m. in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, Gloria Keck, Marianne Peterka, Librarian Ray Caffee.

Member absent: None.

Motion by Mrs. Keck, seconded by Mr. Donlin, to approve the minutes and petty cash. Motion carried.

National Library Week activities under the theme of "Libraries=Strong Communities" were postponed due to the blizzard. Plans are underway for the summer reading program "Universe of Stories".

Trustee term expirations July 1: Gloria Keck and Marianne Peterka.

Memorials were received for Howard Peterka from Quoin Financial Bank, Lloyd "LeRoy" Baker from the Class of 1953, and a flowering plant was received from Quoin Financial Bank for the 50th anniversary celebration of our building. The Board expressed appreciation for all of these generous gifts.

The library will be closed on Monday, May 27, in observance of Memorial Day, and was closed on April 17-19 due to the blizzard.

An interlibrary loan workshop for the new version of the Share-It software will be held in Pierre on May 30. The Board approved Mary Breitling attending.

The next Board meeting will be held on Wednesday, May 29, 2019, at 4:00 p.m.

Motion was made by Mrs. Peterka, seconded by Mr. Anglin, to approve the bills. Motion carried.

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|-----------------------------|------------------------|-----------|
| Bob's Disposal | #(428) garbage pickup | \$ 42.00 |
| Bob's Gas | #(426) propane | \$ 348.00 |
| Hand County Publishing | #(423) ad for scan day | \$ 72.00 |
| Midcontinent Communications | #(428) phone service | \$ 36.93 |
| City of Miller | #(428) utilities | \$ 313.08 |

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|------------------|---------------|----------------------|
| Mary Breitling | #(410) salary | \$1,065.75 |
| Deb Bushfield | #(410) salary | \$ 356.40 |
| Ray Caffee | #(410) salary | \$ 898.06 |
| Connie Schroeder | #(410) salary | \$ 706.86 |

2,398.90 Corrected to include longevity - 24-19 Library Board Mtg

Meeting adjourned.

Ray Caffee

Ray Caffee, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for May 2019

The Hand County Library Board of Trustees met on Wednesday, May 29, 2019, at 4:00 p.m. in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, Gloria Keck, Marianne Peterka, Librarian Ray Caffee.

Members absent: None

Motion by Mr. Anglin, seconded by Mr. Donlin, to approve the minutes. Motion carried.

The library will be closed on Thursday, July 4.

The Summer Reading Program "A Universe of Stories" will be held June 3-July 27. Story times will be on Wednesdays at 4:00 beginning June 5 with a kick off by Jay & Leslie, jugglers. Rustler Roost children will attend a special story time at 2:00 on Wednesdays during the summer.

Two author visits will be held in June: Kent Nerburn on Thursday, June 13 at noon and Jen Nicholas Taylor on June 22 at 1:00.

The preliminary budget was discussed. Mrs. Keck made a motion, seconded by Mr. Donlin, to submit the preliminary budget to the auditor. Motion carried.

Ray reported that he has asked highway superintendent Jeff Hargens to make recommendations for repairing the library parking lot.

A motion by Mrs. Peterka, seconded by Mr. Anglin to enter executive session to discuss personnel and performance reviews for Ray Caffee and Connie Schroeder. Motion carried.

The Board returned to regular session. Caffee and Schroeder were approved for continued employment.


The Hand County Library League officers presented the library with a check for \$4,000.00 from their fund raising efforts. Ray noted that they also funded a book grant for \$400.00 earlier in the month. The Board expressed deep appreciation for this donation and the efforts behind it.

The next Board meeting will be held on Monday, June 24, 2019, at 4:00 p.m.

Motion was made by Mrs. Peterka, seconded by Mrs. Keck, to approve the bills. Motion carried.

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|-----------------------------|----------------------|------------|
| Ingram Library Services | #(426) books | \$ 590.58 |
| Midcontinent Communications | #(428) phone service | \$ 36.87 |
| City of Miller | #(428) utilities | \$ 267.86 |
| Recorded Books | #(426) audiobooks | \$ 148.49 |
| Mary Breitling | #(410) salary | \$1,127.00 |
| Deb Bushfield | #(410) salary | \$ 445.50 |
| Ray Caffee | #(410) salary | \$ 898.06 |
| Connie Schroeder | #(410) salary | \$ 589.05 |

Meeting adjourned.


Ray Caffee, Librarian


Andrea Fiala, Library Board Chairman

Minutes for June 2019.

The Hand County Library Board of Trustees met on Monday, June 24, 2019 at 4:00 p.m. in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, Gloria Keck, Marianne Peterka, and Librarian Ray Caffee. Members absent: None

Motion by Mrs. Keck, seconded by Mr. Donlin, to approve the April minutes as corrected to include Debra Bushfield's longevity pay and the May minutes and financial report. Motion carried.

Mr. Donlin made a motion, seconded by Mr. Anglin, to recommend the re-appointment of Gloria Keck and Marianne Peterka to the Board of Trustees for a three year term beginning July 1, 2019. Motion carried.

The library will be closed on Wednesday and Thursday, July 4-5.

The summer reading program will end July 27. Attendance has been high for story times, with an average attendance of 35 so far. The Nerburn and Taylor author visits were also successful, with 75 total attending.

The Board expressed appreciation for the flowers in the planter provided by Marianne Peterka.

The yearbook digitization project has been completed, and the CD-ROMs are now available to use or copy by the public for all yearbooks through 2018.

The Pilcrow Foundation grant books were received and are being processed. We have 101 new hardcover children's books from this program. The Library League provided \$400 in matching funds for this grant.

The Branch Out Workshop sponsored by the State Library will be on August 14. Mary Breitling would like to attend and the Board approved this travel request.

The next Board meeting will be held on Monday, July 29, 2019, at 5:30 p.m.

Motion was made by Mrs. Peterka, seconded by Mr. Anglin, to approve the bills. Motion carried.

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|-----------------------------|------------------------|-----------|
| Bob's Disposal | #(428) garbage pickup | \$ 21.00 |
| Mary Breitling | #(427) mileage | \$ 60.48 |
| Hand County Publishing | #(423) Nerburn posters | \$ 31.25 |
| Ingram Library Services | #(426) books | \$ 237.41 |
| Midcontinent Communications | #(428) phone service | \$ 36.90 |
| City of Miller | #(428) utilities | \$ 297.14 |
| Rapid City Journal | #(426) subscription | \$ 560.00 |
| Mike Anglin | #(411) board meetings | \$ 36.00 |
| Mike Donlin | #(411) board meetings | \$ 36.00 |
| Andrea Fiala | #(411) board meetings | \$ 36.00 |
| Gloria Keck | #(411) board meetings | \$ 36.00 |
| Marianne Peterka | #(411) board meetings | \$ 36.00 |

Minutes for June 2019, cont'd.

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|------------------|---------------|------------|
| Mary Breitling | #(410) salary | \$1,029.00 |
| Debra Bushfield | #(410) salary | \$ 356.40 |
| Ray Caffee | #(410) salary | \$ 898.06 |
| Connie Schroeder | #(410) salary | \$ 628.32 |

Meeting adjourned.



Ray Caffee, Librarian



Andrea Fiala, Library Board Chairman

Minutes for July 2019.

The Hand County Library Board of Trustees met on Monday, July 29, 2019 at 5:30 p.m. in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, Gloria Keck, Marianne Peterka and Librarian Ray Caffee.

Members absent: None.

Mrs. Keck made a motion, seconded by Mrs. Peterka that a unanimous ballot be cast re-electing Andrea Fiala as chairman and Mike Donlin as vice-chairman. Motion carried.

Motion by Mrs. Keck, seconded by Mr. Donlin, to approve the minutes. Motion carried.

The library will be closed on Monday, September 2 for Labor Day.

The summer reading program ended July 27, with a total of 97 student participants and 27 adult participants.

Mr. Donlin made a motion to approve the Library Policy Manual with minor changes. Mrs. Peterka seconded, motion carried.

The outlet in the women's bathroom was checked by an electrician, and was found to meet all current codes.

The Chairman declared an executive session to discuss personnel.

Upon returning to regular session, Mrs. Peterka made a motion, seconded by Mr. Anglin, to accept with commendation the resignation of Ray Caffee as library director. Motion carried.

Mr. Donlin made a motion, seconded by Mrs. Keck to reassign Ray Caffee to position of Library Clerk at an hourly wage of \$15/hr. Motion carried.


Mrs. Peterka made a motion, seconded by Mr. Anglin, to reassign Mary Breitling to the position of Library Director at an annual salary of \$18,772. Motion carried.

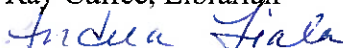
The next Board meeting will be held on Monday, August 26, 2019, at 4:00 p.m.

Motion was made by Mr. Anglin, seconded by Mrs. Peterka, to approve the bills and Financial Report. Motion carried.

| | | |
|-----------------------------|-------------------------------------|------------|
| Bob's Disposal | #(428) garbage pickup | \$ 21.00 |
| Bob's Gas | #(426) propane | \$ 110.00 |
| Book Systems | #(422) circulation software renewal | \$1,885.00 |
| Demco | #(426) supplies | \$ 150.08 |
| Hughes Electric | #(425) electrical work | \$ 116.62 |
| Midcontinent Communications | #(428) telephone services | \$ 38.02 |
| City of Miller | #(428) utilities | \$ 333.44 |
| Mary Breitling | #(410) salary | \$1,176.00 |
| Debra Bushfield | #(410) salary | \$ 445.50 |
| Ray Caffee | #(410) salary | \$1,515.56 |
| Connie Schroeder | #(410) salary | \$ 628.32 |

Meeting adjourned.


Ray Caffee, Librarian


Andrea Fiala, Library Board Chairman

Minutes for August 2019

The Hand County Library Board of Trustees met on Monday, August 26, 2019, at 4:00 p.m. in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, and Marianne Peterka, Librarians Ray Caffee and Mary Breitling.

Members absent: Gloria Keck

Motion by Mrs. Peterka, seconded by Mr. Donlin, to approve the minutes. Motion carried.

The library will be closed on September 2 for Labor Day, October 14 for Native American Day.

The Commissioners have requested more information regarding the Library Director salary for Mary Breitling. Following discussion, Mr. Donlin, Vice-Chairman was chosen to attend the next meeting of the Commission on September 3.

Mary Breitling gave a report on the Branch Out workshop held in Pierre on August 14.

SDLA will be held September 25-27 in Spearfish, and the SD Festival of Books will be in Deadwood October 4-6. Mary requested permission to attend the Pre-Conference workshop on September 25th. Mr. Donlin made a motion, seconded by Mrs. Peterka, to approve her request to attend with mileage being paid.

The next Board meeting will be held on Monday, September 23, 2019, at 4:00 p.m.

Motion was made by Mr. Anglin, seconded by Mrs. Peterka to approve the bills. Motion carried.

| | | |
|-----------------------------|--------------------------|------------|
| Bob's Disposal Service | #(428) garbage service | \$ 21.00 |
| Mary Breitling | #(427) mileage | \$ 60.48 |
| Ingram Library Services | #(426) books | \$ 335.91 |
| Midcontinent Communications | #(428) telephone service | \$ 37.55 |
| City of Miller | #(428) utilities | \$ 526.16 |
| Recorded Books | #(426) audiobooks | \$ 157.49 |
| Mary Breitling | #(410) salary | \$ 1102.50 |
| Debra Bushfield | #(410) salary | \$ 356.40 |
| Ray Caffee | #(410) salary | \$ 898.06 |
| Connie Schroeder | #(410) salary | \$ 693.77 |

Meeting adjourned.


Ray Caffee, Librarian


Andrea Fiala, Library Board Chairman

Minutes for September 2019

The Hand County Library Board of Trustees met on Monday, September 23, 2019 at 4:00 in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, Gloria Keck and Marianne Peterka, Librarian Mary Breitling.

Members absent: None.

Motion by Mrs. Keck, seconded by Mr. Donlin, to approve the minutes of the previous meeting, Motion carried.

The library will be closed on November 11 for Veteran's Day and 28-29 for Thanksgiving.

The first Preschool story time will be 11:00 a.m. on October 7, 2018. Thereafter, Story time will be held the first Monday of the month at 11:00 a.m. The state youth reading programs (Prairie Bud, Prairie Bloom, Prairie Pasque and YARP for middle and high school students) are now underway, and the library has copies of all the books on the lists.

The South Dakota Library Association Boot Camp will be held September 25, 2019 with Mary Breitling attending. The theme of the event is "Inclusion, That All May Learn."

The underground sprinkler system will be winterized in October or November by Dave Wientjes.

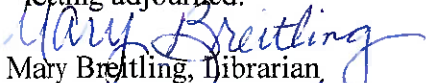
The Board discussed having a "Ray Day" at the library with cake and drinks to thank Ray Caffee for his dedicated service as the library director for 17 years. The Board instructed Mrs. Breitling to come up with a date and make the arrangements for cake and drinks.

The next Board meeting will be held on Monday, October 28, 2019, at 4:00 p.m.

Motion was made by Mrs. Peterka, seconded by Mr. Anglin, to approve the bills. Motion carried.

| | | |
|-----------------------------|---------------------------|------------|
| Bob's Disposal Service | #(428) garbage pickup | \$ 42.00 |
| Demco | #(426) supplies | \$ 181.39 |
| Ingram Library Services | #(426) books | \$ 226.18 |
| Midcontinent Communications | #(428) telephone services | \$ 37.61 |
| City of Miller | #(428) utilities | \$ 432.59 |
| Mary Breitling | #(410) salary | \$ 1564.34 |
| Debra Bushfield | #(410) salary | \$ 356.40 |
| Raymond Caffee | #(410) salary | \$ 540.00 |
| Connie Schroeder | #(410) salary | \$ 654.50 |
| Mike Anglin | #(411) board meetings | \$ 36.00 |
| Mike Donlin | #(411) board meetings | \$ 36.00 |
| Andrea Fiala | #(411) board meetings | \$ 36.00 |
| Gloria Keck | #(411) board meetings | \$ 24.00 |
| Marianne Peterka | #(411) board meetings | \$ 36.00 |

Meeting adjourned.


Mary Breitling, Librarian


Andrea Fiala, Library Board Chairman

Minutes for October 2019

The Hand County Library Board of Trustees met on Monday, October 29, 2018, at 4:00 in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Mike Anglin, Gloria Keck, Marianne Peterka, Librarian Mary Breitling. Members absent: Mike Donlin

Motion by Mr. Anglin, seconded by Mrs. Peterka, to approve the minutes and petty cash. Motion carried.

The library hosted an open house for Mr. Caffee on October 24 to celebrate and thank him for his 17 years of service as director of the Hand County Library. There was a very nice turnout with cake and drinks being served. The board received a thank you letter from Mr. Caffee expressing his appreciation.

The library will sponsor a decorated tree at the Court House. Decorating will be during the week of November 16. The theme of the tree this year will be the 50 year celebration of the library being in its current building.

Mary Breitling would like to attend a Summer Performer's Showcase workshop in Aberdeen on Friday, November 7. Mrs. Breitling requested her mileage be paid. Motion made by Mrs. Keck, seconded by Mr. Anglin for Mrs. Breitling to attend the showcase and be reimbursed mileage. Motion carried.

Storytime for preschoolers was held on October 7. 2 preschoolers and 1 adult attended. Next story time will be November 4, 2019 at 11:00.

The board instructed Mary Breitling to contact On-site for pricing and recommendations of putting outside security cameras on the library.

Information was given in regards to the tablet received with a grant from the state. This tablet is used to run the program WhoFi. WhoFi software monitors traffic on the library's wireless network. This information is needed for the annual statistical report.

Dave Wientjes winterized the sprinkler system on Thursday, October 10, 2019. The Board expressed appreciation for this service.

The board asked Mary Breitling to contact Lennie Fischer and discuss the options of creating a temporary water line into the library. The library was informed that in the summer of 2020 the water to the library will be off for approximately one month.

The board requested Mrs. Breitling contact the office supply companies in Huron to research the cost of a color copier that also can fax and scan.

Memorial money was received for Eva Nissen.

The next Board meeting will be held on Monday, November 25, 2019, at 4:00 p.m.

Motion was made by Mrs. Keck, seconded by Mrs. Peterka, to approve the bills. Motion carried.

| | | |
|-----------------------------|--------------------------|------------|
| City of Miller | #(428) utilities | \$ 321.41 |
| Demco | #(426) books | \$ 68.00 |
| Ingram Library Services | #(426) books | \$ 383.02 |
| Mary Breitling | #(427) mileage | \$ 226.60 |
| Midcontinent Communications | #(428) telephone service | \$ 37.55 |
| Mary Breitling | #(410) salary | \$ 1858.34 |
| Debra Bushfield | #(410) salary | \$ 445.50 |
| Raymond Caffee | #(410) salary | \$ 630.00 |
| Connie Schroeder | #(410) salary | \$ 602.14 |

Meeting adjourned.

Mary Breitling
Mary Breitling, Librarian

Andrea Fiala
Andrea Fiala, Library Board Chairman

Minutes for November 2019

The Hand County Library Board of Trustees met Monday, November 25, 2019, at 4:00 p.m. in the Historical Room of the Hand County Library.

Members present: Trustees Mike Anglin, Mike Donlin, Andrea Fiala, Gloria Keck, Marianne Peterka, Librarian Mary Breitling

Member absent: None

Motion by Mrs. Peterka, seconded by Mr. Anglin, to approve the minutes and petty cash. Motion carried.

The library will be closed December 25 and January 1 for the holidays. The library will also be closed January 20 for Martin Luther King Day.

The Library League cookie sale will be held December 5 starting at 5:00 at Quoin Bank. The library decorated a tree at the Court House with the theme "50 Years at 402 North Broadway".

Mary Breitling attended a performer showcase workshop at the Aberdeen Public Library on November 7, and found some ideas for presenters during future summer reading programs.

During the county audit, the auditor suggested the library look into putting trust money into the Miller Area Foundation as better interest could be obtained. The auditor also stated this would get funds that are not the counties off of the counties' books. The board asked Mary Breitling to find out more information from the Miller Area Foundation before a decision is made.

In January of 2020, Microsoft will no longer be supporting Windows 7. The library currently has 6 computers running Windows 7. Mary Breitling talked with Microfix out of Pierre, SD and they recommended not updating the machines we currently have as they are older machines. After discussion was held, Mr. Donlin made the motion to buy a computer tower with Microsoft Office added at a cost of \$1105.00 from Microfix. The motion was seconded by Mrs. Keck, motioned carried. This tower will replace the computer used at the desk to check out books.

Mr. Donlin left a message with Lenny Fischer in regards to the water options the library would have in the summer of 2020, as road construction will leave the library without water for about a month. Mr. Donlin had not heard back and will follow up with Lenny.

The Board reviewed a quote received from On-Site security for 2 outdoor cameras to be placed at each door of the library. The total cost of the project would be \$1,607.50. The board instructed Mary Breitling to contact Midwest Alarm out of Sioux Falls, SD for a quote.

The Board reviewed quotes from Huron Office Equipment Service for a fax/scanner/color copy machine. Office Equipment gave quotes for 2 machines: Sharp MX-5001 N Digital Color Copier at a cost of \$2,495.00; Sharp MX-4070N Color Copier at a cost of \$4,795.00. Due to the cost, it was decided to table a decision and possibly look at applying for a grant next year to help defray the cost.

The next Board meeting will be held on Friday, December 20, 2019, at 2:00 p.m.

Motion was made by Mr. Donlin, seconded by Mrs. Keck, to approve the bills. Motion carried.

| | | |
|-----------------------------|-------------------------|------------|
| Bob's Disposal | #(428) garbage disposal | \$ 42.00 |
| Bob's Gas | #(426) propane | \$ 240.00 |
| Mary Breitling | #(427) mileage | \$ 74.76 |
| Ingram | #(426) books | \$ 487.81 |
| Midcontinent Communications | #(428) phone service | \$ 38.11 |
| City of Miller | #(428) utilities | \$ 316.65 |
| | | |
| Mary Breitling | #(410) salary | \$1,564.34 |
| Debra Bushfield | #(410) salary | \$ 356.40 |
| Ray Caffee | #(410) salary | \$ 450.00 |
| Connie Schroeder | #(410) salary | \$ 543.24 |

Meeting adjourned.


Mary Breitling, Librarian


Andrea Fiala, Library Board Chairman

Minutes for December 2019

The Hand County Library Board of Trustees met on Friday, December 20, 2019, at 2:00 in the Historical Room of the Hand County Library.

Members present: Trustees Mike Anglin, Mike Donlin, Andrea Fiala, Gloria Keck, Marianne Peterka, Librarian Mary Breitling

Members absent: None

Motion by Mrs. Peterka, seconded by Mrs. Keck, to approve the minutes and petty cash. Motion carried.

Preschool Story Time was held December 2, 2019 with 3 preschoolers and 2 adults attending. Next Story Time is January 6, at 11 a.m.

The summer reading program theme for 2020 is "Imagine Your Story". March 12 from 10:00 a.m. to 3:00 p.m. there is a Jumpstart workshop in Chamberlain. Mary Breitling requested to attend. The board approved the request and agreed to pay mileage to and from the event.

The Board reviewed additional information presented by Mrs. Breitling about the Miller Area Foundation, after discussion was held; it was decided by the board not to pursue investing any money at this time into the foundation.

Mrs. Breitling informed the board the new computer tower for the circulation desk has been installed and the staff is using it. The cost was less than originally thought, \$1004.00.

Olsen Pest Technicians was contacted by Mary Breitling in regards to the snakes which have been found in the library. The Technician stated at this time he felt the snakes were finding their way in. Since they have been found in various locations, it would be difficult to find where they were coming in at. The technician recommended calling in the spring if snakes are coming into the building and they will come and spray around the outside of the building.

Lennie Fischer came and looked at the options for the library to have water next summer. He determined the contractors will be able to hook onto the front spicket allowing the library to have water. No additional work should need to be done.

The Board reviewed the quote from Midwest Alarm for 2 security cameras and an eight-channel recorder. The total cost quoted by Midwest Alarm was \$2477.86. After reviewing the quote received from On-Site Security, the cost was \$1,607.50 for the equipment, \$808.67 for installation and tech support, and \$78.76 for remote support for a year. The total cost of this quote was \$2494.93, with the \$78.76 being a yearly charge. After discussion was held, motion was made by Mr. Donlin, seconded by Mr. Anglin to purchase the 2 security cameras and eight-channel recorder from Midwest Alarm. Motion carried.

The board also instructed Mary Breitling to have Midwest Alarm submit a bid for smoke alarms to be placed in the Hand County Library.

The Board reviewed a quote received from A&B Solutions for a fax/scanner/color copy machine. The cost of the machine would be \$2525.00. Upon discussion, it was determined no additional line would need to be added by the library for faxing. Motion by Gloria Keck, second by Mike Donlin to purchase the copier from A&B Solutions.

The next Board meeting will be held on Monday, January 27, 2019, at 4:00 p.m.

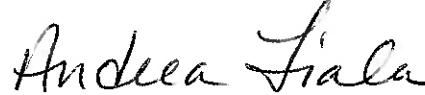
Motion was made by Mr. Anglin, seconded by Mr. Donlin, to approve the bills. Motion carried.

| | | |
|-----------------------------|-----------------------------|------------|
| A & B Solutions | #(426) copier | \$2525.00 |
| Bob's Disposal Service | #(428) garbage pickup | \$ 21.00 |
| Bob's Gas | #(426) fuel | \$ 637.50 |
| Center Point Large Print | #(426) books | \$ 1092.96 |
| Demco | #(426) library supplies | \$ 165.18 |
| Gumdrop Books | #(426) books | \$ 978.93 |
| Ingram Library Services | #(426) books | \$ 264.05 |
| MicroFix | #(426) computer tower | \$ 1004.00 |
| Midcontinent Communications | #(428) telephone | \$ 38.53 |
| Midwest Alarm Security | #(426) security system | \$ 2477.86 |
| City of Miller | #(428) utilities | \$ 361.31 |
| Overdrive | #(426) digital subscription | \$1,100.00 |
| Penworthy | #(426) books | \$ 412.00 |
| Quill LLC | #(426) supplies | \$ 92.98 |

| | | |
|------------------|-----------------------|------------|
| Mary Breitling | #(410) salary | \$ 1564.34 |
| Debra Bushfield | #(410) salary | \$ 356.40 |
| Ray Caffee | #(410) salary | \$ 570.00 |
| Connie Schroeder | #(410) salary | \$ 628.32 |
| Mike Anglin | #(411) board meetings | \$ 36.00 |
| Mike Donlin | #(411) board meetings | \$ 24.00 |
| Andrea Fiala | #(411) board meetings | \$ 36.00 |
| Gloria Keck | #(411) board meetings | \$ 36.00 |
| Marianne Peterka | #(411) board meetings | \$ 36.00 |

Meeting adjourned.


Mary Breitling, Librarian


Andrea Fiala, Chairman

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Meeting adjourned.


Mary Breitling, Librarian


Andrea Fiala, Chairman