Minutes for January 2020

The Hand County Library Board of Trustees met on Monday, January 27, 2020, 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 Mary Breitling
Members absent: Mike Donlin

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

National Library Week will be April 19-25, and the theme is "Find Your Place at the Library."

The library will be closed on February 17 for Presidents' Day.

Motion by Mrs. Keck, seconded by Mrs. Peterka to declare the computer tower, MXL2331339, used behind the desk as surplus property.

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.

The library is still waiting for an installation date for the security cameras. The HP copier has been installed. It was determined by the Board to set the price for color copies at 50¢ per copy. Black and white copies will stay at 25¢ per copy.

The Board reviewed the quote for Midwest Alarm for the fire alarm system. The system quote was $6512.38 with a monthly charge of $39.95. Discussion was held with no motion being made.

The next Board meeting will be held on Monday, February 24, 2020, at 4:00 p.m.

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

A & B Business Solutions	#(426) Copier Contract	$ 50.46
Bob's Gas	#(426) propane	$ 637.50
Demco	#(426) Supplies	$ 152.88
Ingram	#(426) Books	$ 283.45
Midcontinent Communications	#(428) telephone service	$ 39.90
City of Miller	#(428) utilities	$ 366.41
Mary Breitling	#(410) salary	$ 1601.88
Debra Bushfield	#(410) salary	$ 365.04
Ray Caffee	#(410) salary	$ 660.48
Connie Schroeder	#(410) salary	$ 616.40

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for February 2020

The Hand County Library Board of Trustees met on Monday, February 24, 2020, 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, Librarian Mary Breitling

Members absent: Marianne Peterka

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

The One Book South Dakota for 2020 has been chosen: Unfollow by Megan Phelps-Roper.

The South Dakota Historical Society-State Achieves will no longer microfilm South Dakota newspapers. The Miller Press has been contacted to discuss options the library would have to keep past copies on file.

The HP copier is now able to fax items. The library will charge 25 cents a copy for the service.

The Board directed Mary Breitling to contact the Rustler Roost and then Hand in Hand Daycare to see if either entity could use the old copy machine.

The security cameras are installed and working. Mary Breitling has an app on her phone and can see the library in real time. The cameras can also be seen on the office computer.

Mary Breitling asked for permission to go to training workshops in Huron on April 16 and April 17, 2020. Motion was made by Mr. Donlin, seconded by Mrs. Keck to approve the request. Motion carried.

The need to repair the library parking lot was discussed. Mr. Donlin will contact Mr. Hoftiezer and discuss the options available.

The Summer Reading Kickoff, "Big Bang Bubbles" will be Thursday, June 4, 2020 at 2:00.

Mary Breitling informed the board scanning has begun of the obituaries on file in the library. The goal is to digitalize as much as we can in the vertical files and put on an external hard drive for safer keeping.

The next Board meeting will be held on Monday, March 30, 2020, at 4:00 p.m.

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

A & B Business Solutions	#(425) equipment contract	$ 50.46
Bob's Disposal	#(428) garbage service	$ 21.00
Bob's Gas	#(426) propane	$ 475.00
Ingram	#(426) books	$ 338.04
Midcontinent Communications	#(428) telephone service	$ 37.68
City of Miller	#(428) utilities	$ 385.49

Mary Breitling	#(410) salary	$ 1601.88
Debra Bushfield	#(410) salary	$ 288.99
Ray Caffee	#(410) salary	$ 491.52
Connie Schroeder	#(410) salary	$ 616.40

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Chairman

Minutes for March 2020

The Hand County Library Board of Trustees met on Monday, March 27, 2020, at 4:00 p.m. in the main room of he library.

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

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

With the current Covid-19 pandemic, the board discussed options the library could take to ensure the safety of patrons and staff. The library has been closed from March 16-31. Having received direction from the State Library on how to ensure books will not spread the virus, the board decided to open on Mondays and Thursdays only from 11:00 a.m. to 6:00 p.m. During these times, staff will take requests via phone and email. Staff will deliver the requested books to the patrons in their cars. No patron will be allowed into the building. In addition, no staff member will be allowed to take returned books from patrons. All returned books must be put in the drop box. By doing this, staff can keep the books in quarantine for at least 48 hours as recommended by the State Library using Northeast Document Conservation Center guidelines. These new hours and procedures will stay in effect until further notice.

Preschool Story Time had 4 children and 3 adults attend. The April Story Time has been cancelled.

National Library Week, "Find Your Place at the Library" is April 19-25. With the current situation and no one allowed into the library, no activities will occur this year in regards to National Library Week.

Eleanor Iverson has agreed to hold the South Dakota One Book discussion at the Hand County Library. No date has been set. The library is looking at hosting this in late summer, if we are able to reopen our doors to patrons.

The Rustler Roost has agreed to take the old copier and is excited to add it to their homework room.

The library parking lot is need of repair. Semi-trucks drive up on it while making the turn for deliveries to Kesslers, which is causing the road to break up in those areas. The parking lot is also sloped towards the building so during heavy rains, the water heads towards the building and on several occasions has come dangerously close to running into the library itself. Discussion was held as to whether the lot could be repaved when the street is done this summer or if concrete would be best as it would not need to be redone. When factoring in the semi-trucks needing to go onto the library pavement to make the wide turn, which will continue to happen, and the need for the additional sloping of the lot, Mr. Anglin made the motion, Mrs. Peterka seconded it, to recommend to the Hand County Commissioners the Hand County Library parking lot be cemented, ensuring the parking lot would not need to be redone in the future. Mr. Donlin abstained from the discussion and voting. Motion carried.

Contributions were made in honor of Ralph and Barb Zieger's 88th birthdays.

The next Board meeting will be held on Monday, April 27, 2020, at 4:00 p.m.

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

A & B Business Solutions	#(425) equipment contract	$ 50.46
Bob's Disposal Service	#(428) garbage disposal	$ 42.00
Bob's Gas	#(426) propane	$ 150.00
Hughes Electric LLC	#(425) installing fax line	$ 337.04
Ingram Library Services	#(426) books ordered	$ 560.11
Midcontinent Communications	#(428) phone service	$ 38.84
City of Miller	#(428) utilities	$ 370.11
Recorded Books	#(426) audio books	$ 132.26

Mary Breitling	#(410) salary	$ 1601.88
Debra Bushfield	#(410) salary	$ 197.73
Ray Caffee	#(410) salary	$ 337.92
Connie Schroeder	#(410) salary	$ 314.90

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for April 2020

The Hand County Library Board of Trustees met on Monday, April 27, 2020, at 4:00 p.m. in the main portion of the library.

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

Member absent: Gloria Keck

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

The Monday and Thursday curbside service the library is conducting is going well. Numerous patrons have commented on how very much they appreciate the service. The library has also received a few cards with thanks for what we are doing. Those cards were passed around so Trustees could see.

The state library gave local libraries the chance to receive a free webpage. Using Google My Business, libraries will be able to keep track of the number of patrons who visit the site. Trustees were shown the new webpage. The new web address is: handcounty.yoursdlibrary.org

National Library Week activities under the theme of "Find Your Place at the Library" were cancelled due to the Covid-19 pandemic.

Trustee term expirations July 1: Andrea Fiala.

Mrs. Fiala and Mrs. Breitling attended the County Commissioners meeting on March 3, 2020 to discuss the request to have the library parking lot cemented. The commissioners had some questions they wanted answered and Mrs. Fiala has been gathering the information requested. Discussion was held on 2 proposals. The first proposal, by Donlin Inc. would cement the parking lot with a cost of $22,980.00 for materials being paid after the project is done and $23,400.00 for labor, being paid next year. The second proposal received was from Morris Inc. from Pierre. Their proposal would resurface the parking lot in asphalt. The cost of this was $35,100.00. Also, additional costs would occur as crack filling and resealing would need to occur every 3-5 years. Mark Morris also recommended using concrete on a project this size. Mrs. Peterka made the motion and Mr. Anglin seconded, to recommend to the Hand County Commissioners the Hand County Parking lot be cemented due to the lower cost and longevity cement would provide. Mr. Donlin abstained from the discussion and vote. Motion carried.

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

The Jumpstart Training Mary Breitling went to in Chamberlain was discussed. The library is currently looking into alternative ways to hold the summer reading program, "Imagine Your Story", keeping in mind the need for social distancing due to Covid-19. A You Tube channel has been created by Mrs. Fiala so our usual summer reading story time for students can be taped and watched at home. Directions on how to complete the craft could also be shown and then patrons could call in if they would like to complete the artwork. Librarians would then get the craft supplies ready for pick up and participates can complete the projects at home.

The library will be closed on Monday, May 25, in observance of Memorial Day.

The next Board meeting will be held on Wednesday, May 27, 2020, at 4:00 p.m.

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

A & B Solutions	#(425) service contract	$ 100.92
Bob's Gas	#(426) propane	$ 190.00
Ingram Library Services	#(426) books ordered	$ 426.50
Midcontinent Communications	#(428) phone service	$ 37.12
City of Miller	#(428) utilities	$ 268.45
Mary Breitling	#(410) salary	$ 1601.88
Deb Bushfield	#(410) salary	$ 2270.65
Ray Caffee	#(410) salary	$ 675.84
Connie Schroeder	#(410) salary	$ 643.20
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	$ 24.00

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for May 2020

The Hand County Library Board of Trustees met on Wednesday, May 27, 2020, at 4:00 p.m. in the main portion of the Hand County Library.

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

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

The Summer Reading Program "Imagine Your Story" will be held June 3-July 25. Story times will be remote and start on Wednesday, June 10 at 2:00 with a kick off by Big, Bang, Bubbles. Participants will have access to each story time on our READsquared website.

The board approved the request of Mary Breitling to attend the virtual SDLA conference this year. Dates for the conference are September 30- October 1 through Zoom at a cost of $75.00.

The Covid-19 reopening plans of the library were discussed. The Hand County Library will begin Phase 1 reopening on June 8. Hopes are Phase 2 reopening will occur on July 6 and Phase 3 on August 3.

The South Dakota One Book was discussed. It is hoped the book talk can occur in either August or September.

The Technology Plan for the library was discussed. Mr. Donlin made a motion, seconded by Mrs. Peterka to accept the plan. Motion carried

The Capital Outlay needs of the library were discussed. After discussion, it was decided to table recommendations to the county commissioners until next month.

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

A motion by Mrs. Peterka, seconded by Mr. Anglin to enter executive session to discuss personnel and performance reviews for Mary Breitling. Motion carried.

The Board returned to regular session. Breitling was approved for continued employment.

The Hand County Library League officers presented the library with a check for $4,500.00 from their fund raising efforts. The Board expressed deep appreciation for this donation and the efforts behind it.

The Board also expressed appreciation for the $1,000 donation received from Norma Carr for the new parking lot.

The next Board meeting will be held on Monday, June 29, 2020, at 4:00 p.m.

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

Bob's Disposal	#(428) garbage	$ 21.00
Ingram Library Services	#(426) books	$ 252.06
Midcontinent Communications	#(428) phone service	$ 37.51
City of Miller	#(428) utilities	$ 257.97

Mary Breitling	#(410) salary	$ 1601.88
Deb Bushfield	#(410) salary	$ 228.15
Ray Caffee	#(410) salary	$ 552.96
Connie Schroeder	#(410) salary	$ 529.30

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for June 2020.

The Hand County Library Board of Trustees met on Monday, June 29, 2020 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, and Librarian Mary Breitling. Members absent: Gloria Keck

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

Mr. Donlin made a motion, seconded by Mrs. Peterka, to recommend the re-appointment of Andrea Fiala to the Board of Trustees for a three year term beginning July 1, 2020. Motion carried.

The summer reading program is continuing with roughly 45 participants aging from birth to adult.

Mary Breitling gave a report on the Small, Independent, Rural Libraries virtual mini conference she attended on June 17.

The library will begin Phase 2 of the reopening plan starting July 6. Phase 2 includes the library being open 5 days per week. Wednesday hours will change from 11-7 to 11-5:30. All other times will stay the same with the exception of closing ½ hour early for cleaning.

Dick Termes' Termespheres will be coming September 15-October 13 with 4 hours of instructional time at the school on the day he brings the spheres. Instructional time with the school will not occur if students are not in session due to the Covid-19 outbreak.

Discussion took place on the Capital Outlay needs of the library. Mr. Donlin was going to contact Dramstad Refrigeration from Huron about the current air conditioning system. He will also contact Weather All Roofing, Inc. from Huron to look at the roof. Mary Breitling will get additional information on the cost of carpeting from Dwight Gutzmer from Highmore and discuss with the city their cost when they insulated city hall as it was a similar project to what the library would be looking at.

The board discussed the hiring of a new employee as Deb Bushfield would like to retire and Ray Caffee would like to reduce his time to 1 day per week. The board agreed to advertise for an employee at an average of 16 hours per week.

The next Board meeting will be held on Monday, July 27, 2020, at 4:00 p.m.

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

A & B Solutions	#(425) copier contract	$ 50.46
Bob's Disposal	#(428) garbage pickup	$ 42.00
Demco	#(426) library supplies	$ 38.48
Ingram Library Services	#(426) books	$ 352.23
Midcontinent Communications	#(428) phone service	$ 37.01
City of Miller	#(428) utilities	$ 223.71
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	$ 12.00
Marianne Peterka	#(411) board meetings	$ 36.00

Minutes for June 2020, cont'd.

Mary Breitling	#(410) salary	$1,601.88
Debra Bushfield	#(410) salary	$ 228.15
Ray Caffee	#(410) salary	$ 491.52
Connie Schroeder	#(410) salary	$ 759.30

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for July 2020.

The Hand County Library Board of Trustees met on Monday, July 27, 2020 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, and Librarian Mary Breitling.

Members absent: Marianne Peterka

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

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

The library will be closed on Monday, September 7 for Labor Day.

The summer reading program ended July 26, with a total of 50 children participants and 6 adult participants.

Discussion was held in regards to moving to Phase 3 of the reopening plan, the board determined the library should stay at Phase 2 for another month and will reevaluate at the next board meeting.

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

Mary Breitling discussed that Dramstad Refrigeration & Electric came and looked over the air conditioning unit. No areas of concern were found but it was recommended a 3 Phase Line Backer which acts like a surge protector for the air conditioning unit be installed. Hughes Electric can complete the installation with a charge of $489.00 for unit with an additional charge for labor costs. Mary was instructed to contact Hughes Electric to install the unit.

Mary Breitling reported the insurance adjuster had been to the library to look at the roof. The insurance company will cover $7,855.75 minus a $250.00 deductible for the hail damage that has occurred initially. After the work is completed, an additional $7,855.75 will be received.

ProTec roofing was contacted to look at replacing the library roof. After inspection, a bid of $44,268.00 was given with a 15 year warranty. To add an additional 2.5" of Polyiso and wood blocking, the cost would increase by $9,600.00. By doing this, the R-Value would go from R-Value29 to R-Value 43. This information will be presented to the County Commissioners at their next meeting.

The Chairman declared an executive session to discuss personnel.

Upon returning to regular session, the board instructed Mary Breitling to run the advertisement for a library aid in The Miller Press for 2 more weeks, post the opening on the Hand County Library Facebook page, and extend the deadline to August 18 in hopes to get more applicants.

The next Board meeting will be held on Monday, August 24, 2020, at 4:00 p.m.

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

A & B Solutions	#(425) service contract	$ 50.46
Booklist	#(426) subscription renewal	$ 394.50
Book Systems	#(422) circulation software renewal	$1,885.00
Demco	#(426) supplies	$ 95.35
Dramstad Refrigeration & Electric	#(425) air conditioner maintenance	$ 128.78
Ingram	#(426) books ordered	$ 465.25
Midcontinent Communications	#(428) telephone services	$ 41.08
City of Miller	#(428) utilities	$ 315.41
Recorded Books	#(426) audio books	$ 152.96
Mary Breitling	#(410) salary	$ 1601.88
Debra Bushfield	#(410) salary	$ 182.52
Ray Caffee	#(410) salary	$ 1679.44
Connie Schroeder	#(410) salary	$ 750.40

Meeting adjourned.

Mary Breitling, Librarian

Mary Breitling

Andrea Fiala, Library Board Chairman

Andrea Fiala

Minutes for August 2020

The Hand County Library Board of Trustees met on Monday, August 24, 2020, at 4:00 p.m. in the Historical Room of the Hand County Library.

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

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

The library will be closed on September 7 for Labor Day and October 12 for Native American Day.

The SDLA will be held virtually on September 30 and October 1. Mary Breitling will be taking part in this conference.

Discussion of going to Phase 3 of reopening plans was discussed. With the increasing number of people being affected with Covid-19 in our county, it was determined to stay at Phase 2 with new signage placed on the outer doors requiring those entering to wear a mask, no exceptions will be made.

Mary Breitling informed the board the county commissioners approved Pro-Tec to put a new roof on the library.

Mary Breitling also discussed some new requirements which need to be met to receive the Cares Act Grant from the South Dakota State Library. To receive the $2,000 to purchase computers, our library must have an Internet Safety Policy in place which follows the Children's Internet Protection Act. An internet safety policy was presented to the board and approved. This new policy will be added to our current policy and objective manual for the Hand County Library. Filters will also need to be added to each computer to be in compliance. Mary will contact a few people to see what filters are available and would work best for the library.

Motion by Mr.Donlin, seconded by Mrs. Peterka, to adopt the new updated policy and objective manual. Motion carried

The chairman declared an executive session to discuss personnel.

Upon returning to regular session, the board instructed Mary Breitling to contact three of the applicants to set up interviews. The board will then be contacted via email with the date and times of each.

The next Board meeting will be held on Monday, September 28, 2020, at 4:00 p.m.

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

A & B Solutions	#(425) service contract	$ 50.46
Bob's Disposal Service	#(428) garbage service	$ 21.00
Center Point Large Print	#(426) books	$ 524.88
Demco	#(426) library supplies	$ 194.47
Hand County Publishing	#(423) advertising	$ 36.80
Hughes Electric	#(425) repairs	$ 159.96
Ingram Library Services	#(426) books	$ 433.65
Midcontinent Communications	#(428) telephone service	$ 39.33
City of Miller	#(428) utilities	$ 436.43

Mary Breitling	#(410) salary	$ 1601.88
Debra Bushfield	#(410) salary	$ 136.89
Ray Caffee	#(410) salary	$ 383.00
Connie Schroeder	#(410) salary	$ 723.60

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for Special August 2020

The Hand County Library Board of Trustees met on Friday, August 28, 2020, at 5:30 p.m. in the Historical Room of the Hand County Library.

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

Motion by Mr. Donlin, seconded by Mr. Anglin, to enter into executive session for the purpose of staff interviews. Motion carried.

Upon returning to regular session, the board instructed Mary Breitling to come up with a potential schedule if two new employees were hired.

The open position was offered to Hannah Caffee and Debra Munger.

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for September 2020

The Hand County Library Board of Trustees met on Tuesday, September 29, 2020 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. Peterka, seconded by Mr. Donlin, to approve the minutes of the previous meeting, Motion carried.

The library will be closed on October 12 for Columbus/Native American Day

The SD Humanities Book Festival is being held virtually this year and starts Oct. 1.

Dick Termes has his Termespheres displayed around the library. Mary Breitling thanked Mr. Donlin for his help in getting them all hung up. The display will be in the library until October 13.

Mary Breitling reported she had applied for a Miller Area Foundation grant to help with the costs of the Termesphere display. The Hand County Library was awarded a $1500 grant, which will pay the libraries share of the display.

Mary Breitling also applied for a SD Humanities Council Cares Act Grant. The Hand County Library was given $6,792.59. $1,619.99 will be used towards salaries; $5000.00 towards computers; $172.60 will be used for new keyboards and keyboard protectors.

Mary Breitling reported that at the last County Commissioners meeting, the commissioners approved the two new hires, increasing the wage discrepancy for Connie Schroeder, and asked when the new roof would be installed.

The $2,000 received from the SD State Library Cares Act Grant to buy new computers has been received and the 2 new towers are in place and patrons are using them.

To be in compliance with the Child Internet Safety Act, the library has started using SafeDNS. We are currently using a trial version and like it thus far. The cost for 1 year subscription will be $125.00.

Mary Breitling visited with the post office on options to pick up Saturday mail from the post office. The post office closes at 10 a.m. on Saturday and the Hand County Library does not open until 11 a.m. The post office would deliver Saturday mail if a receptacle was put in place at the library. The board instructed Mary to find out what time the mail would be delivered.

Mary Breitling reported Hannah Caffee and Deborah Munger have both started and are transitioning well.

A short discussion was held on moving to Phase 3 of the reopening plan. With the increasing number of Covid positive people in our county, the Hand County Library will be staying at Phase 2 for another month.

The first virtual preschool story time will be held in October.

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 next Board meeting will be held on Monday, October 26, 2020, at 4:00 p.m.

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

A & B Solutions	#(425) service contract	$	50.46
Blackstone Publishing	#(426) audio books	$	158.23
Bob's Disposal Service	#(428) garbage pickup	$	42.00
Bob's Gas Inc.	#(426) propane	$	180.00
Hughes Electric LLC	#(425) electrical work	$	624.60
Ingram Library Services	#(426) books	$	207.70
MicroFix	#(426) computer towers	$	2000.00
Recorded Books	#(426) audio books	$	152.99
Midcontinent Communications	#(428) telephone services	$	38.47
City of Miller	#(428) utilities	$	422.17
Mary Breitling	#(410) salary	$	1601.88
Debra Bushfield	#(410) salary	$	106.47
Hannah Caffee	#(410) salary	$	196.00
Raymond Caffee	#(410) salary	$	537.60
Deborah Munger	#(410) salary	$	280.00
Connie Schroeder	#(410) salary	$	602.00
Mike Anglin	#(411) board meetings	$	36.00
Mike Donlin	#(411) board meetings	$	48.00
Andrea Fiala	#(411) board meetings	$	48.00
Gloria Keck	#(411) board meetings	$	24.00
Marianne Peterka	#(411) board meetings	$	36.00

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for October 2020

The Hand County Library Board of Trustees met on Monday, October 26, 2020, at 4:00 in the Historical Room of the Hand County Library.

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

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

The library will be closed on November 26 and 27 for Thanksgiving. After discussion, with the rise in the Covid-19 cases in Hand County and the potential exposure from family gatherings, it was decided by the board to also be closed on November 28.

Discussion was held as to when the library should consider going back to curbside service. It was decided if the school goes to virtual learning; the library will go to Monday and Thursday curbside services only. Staff can work their designated days, if there is work to be completed. The board also directed Mary to email the Trustees if a concern was to arise with the potential safety of the patrons and staff at the library. If needed, the library will close. The safety of the patrons and staff are the priority during this pandemic.

Virtual Preschool Story Time has begun. The theme this month is "The Moon". Hannah Caffee made the video and the link to watch can be found on the Hand County Library website.

Mary Breitling attended the South Dakota Library Association Virtual Conference. There was lots of good breakout sessions she was able to participate in.

Hannah Caffee will be participating in a virtual showcase on November 16 to get some potential ideas for the summer reading program.

Mary Breitling reported new quarantine guidelines for books have been given. When books are stacked, it is now recommended the books be quarantined for at least 5 days, earlier the recommendation was 3 days. The library staff has started to keep books in quarantine for 7 days to be in compliance with this new recommendation.

Dave Wientjes came to winterize the sprinkler system and was unable to. Dave found a main stem pipe on the west side of the library was broken. He recommended waiting until next spring to have it fixed.

The additional computers we were able to purchase with the SD Humanities Council Cares Act Grant have been ordered and will be picked up Tuesday, October 27. We will be receiving 4 new computer towers and 1 new laptop.

Discussion was held on the need to get a new globe for the yard light. The globe is cracked and is in need of replacement. The board instructed Mary Breitling to contact Ace Hardware, B.J. Hughes, and Dick Termes to determine the options available.

The library will again sponsor a decorated tree at the Court House. Decorating will begin the week of November 16. The theme of the tree this year will be gingerbread men. The themed tree will coincide with the gingerbread story book walk which will occur the month of December in the library.

Memorial money was received in memory of Hazel Apley, Donna Melber, Jack Ufen, and Mary Johnson.

The next Board meeting will be held on Monday, November 23, 2020, at 4:00 p.m.

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

A & B Solutions	# (425) service contract	$ 50.46
SYNCB/AMAZON	# (426) supplies (Cares Act Grant)	$ 173.55
Mary Breitling	# (426) internet filter	$ 125.00
City of Miller	# (428) utilities	$ 292.79
Ingram Library Services	# (426) books	$ 567.66
Midcontinent Communications	# (428) telephone service	$ 39.39
Mary Breitling	# (410) salary	$ 1601.88
Hannah Caffee	# (410) salary	$ 532.00
Raymond Caffee	# (410) salary	$ 122.88
Deborah Munger	# (410) salary	$ 616.00
Connie Schroeder	# (410) salary	$ 700.00

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for November 2020

The Hand County Library Board of Trustees met Monday, November 23, 2020, 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 via Zoom, Librarian Mary Breitling.

Member absent: Marianne Peterka

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

The library will be closed December 24-26 and January 1, 2021 for the holidays. The library will also be closed January 18 for Martin Luther King Day.

The Library League cookie sale and Christmas tree display at the Court House have been cancelled due to the Covid-19 pandemic.

The library moved to curbside service starting November 9, 2020 in accordance with the Court House also limiting services. We are open Monday and Thursday from 11-6 for patrons to call in and request books. Staff are working their normal hours.

All of the new computers are installed and patrons were able to use them until we went to curbside service only. Patrons have enjoyed having the faster processing speed and updated software.

Motion was made by Mr. Anglin, seconded by Mr. Donlin to declare the four HP Elite PC's as surplus. Motion carried.

Mary Breitling reported the ballasts in the light fixtures are starting to go bad. Upon fixing the latest lights, Ace Hardware sent information on a possible rebate from Heartland Consumers Power. Our cost to retrofit each fixture is roughly $22. The library would be eligible receive a $20 per fixture reimbursement from Heartland. The lights would need to be replaced by December 31, 2020. The board was in favor of taking advantage of this program.

Mary Breitling discussed the $150 voucher which will be received from the State Library in January. This money is earmarked for use on the library's webpage. Some options available would be to add extra pages, change the color scheme, receive training from the current web designers, etc. The board discussed options, but no final decision was made.

Shirley Steers, a long time Library Board Trustee, recently passed away. Shirley was a very avid reader and a great supporter of the library. The Trustees discussed possible memorial ideas. No final decision was made.

The next Board meeting will be held on Monday, December 21, 2020, at 2:00 p.m.

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

A & B Solutions	#(425) service contract	$ 50.46
Ace Hardware	#(425/426) Supplies	$ 183.85
Bob's Disposal	#(428) garbage disposal	$ 21.00
Bob's Gas	#(426) propane	$ 207.00
Demco	#(426) library supplies	$ 82.71
Ingram	#(426) books	$ 524.87
MicroFix, Inc.	#(426) computers	$ 5400.00
Midcontinent Communications	#(428) phone service	$ 39.16
City of Miller	#(428) utilities	$ 321.19
Venture Communications	#(428) email address	$ 2.00
Mary Breitling	#(410) salary	$ 1601.88
Hannah Caffee	#(410) salary	$ 630.00
Ray Caffee	#(410) salary	$ 122.88
Debra Munger	#(410) salary	$ 448.00
Connie Schroeder	#(410) salary	$ 616.00

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for December 2020

The Hand County Library Board of Trustees met on Monday, December 21, 2020, 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 Mr. Donlin, seconded by Mrs. Peterka, to approve the minutes and petty cash. Motion carried.

The library will be closed on January 1, 2021 for New Years and January 18, 2021 for Martin Luther King Jr. Day.

The summer reading program theme for 2021 is "Tails and Tales". Hannah Caffee is working on special programing which could occur for this.

Our Virtual Preschool Story Time is going well; 12 packets have gone home this month.

Discussion was held on our current Covid 19 hours. No information was available from the county as to if they have any plans to open the court house in the near future. Patrons are calling in their requests and those who need copies or faxes are allowed in. There has been an increase of patrons calling to ask when they would be able to use the computers. It was decided by the board to follow the county lead on when to reopen our doors to our normal hours. Staff continue to work their normal hours with Monday and Thursday being curbside pickup days.

The South Dakota School of Mines has free book shelving available. Mary Breitling called and asked for twenty 3-foot sections of shelving. Mr. Donlin volunteered to go pick it up. Discussion was held and the board will be paying milage for his service.

Mary Breitling reported the staff is still having trouble with the microfilm machine working with the new computer tower. Active Data Systems sent two proposals for consideration. The first takes our current ScanPro 800 and upgrades all of its features, along with replacing any worn parts. In the end, the library would essentially have a ScanPro 2200 for $3,095.00. The second option was for a new ScanPro 2200 with the cost being $6,535.00. After discussion, a motion was made be Mrs. Keck, seconded by Mr. Donlin to upgrade our current ScanPro. Motion carried.

Mary Breitling reported the lights have all been retrofitted to LED bulbs. Fourteen can lights have also been switched to LED bulbs, but need the upper lights replaced. Those bulbs have been ordered. Mr. Donlin will be bringing scaffolding so the eight can lights on the peak can be reached and replaced.

Discussion was held on the money the library currently has in CD's. The current rate of return is low. Doug DeBoer, County Auditor, mentioned that the library may want to call the South Dakota Foundation office in Pierre to see what options are available. Another option would be to contact a local agent to see how their investment opportunities work. The board instructed Mary Breitling to contact the South Dakota Foundation office and Joanne Morford.

Mary Breitling informed the board that the J Touch has been received from the Hand County School District. A stand will be donated by the Hand County Hospital so the unit will be movable.

Mary Breitling also had an outdoor globe option for the board to consider as the current outdoor light had cracks in it. The board instructed Mary to order the fixture through Ace.

The next Board meeting will be held on Monday, January 24, 2020, at 4:00 p.m.

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

A & B Solutions	#(426) copier	$ 50.46
Ace Hardware	#(425) LED bulbs	$ 2871.91
Active Data Systems	#(426) upgrade ScanPro 800	$ 3095.00
Bob's Disposal Service	#(428) garbage pickup	$ 21.00
Bob's Gas	#(426) fuel	$ 276.00
Center Point Large Print	#(426) books	$ 798.12
Ingram Library Services	#(426) books	$ 196.64
Midcontinent Communications	#(428) telephone	$ 40.77
Midwest Alarm	#(426) software install	$ 120.00
City of Miller	#(428) utilities	$ 301.95
Overdrive	#(426) digital subscription	$1,100.00
Penworthy	#(426) books	$ 481.73
Quion Financial Bank	#(424) safety deposit charge	$ 10.00
SDML Workers'Compensation	#(414) Worker's Comp fund	$ 402.20
SD Public Assurance Alliance	#(421) Liability Insurance	$ 1561.00
United Methodist Church	#(426) Dell Monitor	$ 181.04
Venture Communications	#(428) email address	$ 2.00

Mary Breitling	#(410) salary	$ 1601.88
Hannah Caffee	#(410) salary	$ 532.00
Ray Caffee	#(410) salary	$ 122.88
Debbie Munger	#(410) salary	$ 574.00
Connie Schroeder	#(410) salary	$ 628.32
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	$ 12.00

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Chairman