

Minutes for January 2021

The Hand County Library Board of Trustees met on Monday, January 25, 2021, 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 Mary Breitling

Members absent: None

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

National Library Week will be April 4-10, and the theme is "Welcome to Your Library." It is the hope an open house can be held during that week so patrons can see the changes which have occurred during this time of limited hours. A retirement open house for Deb Bushfield is also being planned for that week.

The library will be closed on February 15 for Presidents' Day.

The committee assignments were reviewed without changes. Mike Anglin-personnel; Mike Donlin-Facilities; Marianne Peterka and Gloria Keck-policy; Andrea Fiala-technology. No changes were made to these assignments.

Mary Breitling presented the information she has received on possible investment opportunities for the current CD's the library has. The board instructed Mary to contact Joann Morford and ask her to present to the board at the February meeting.

The Trustees looked at the current stipends given to board members. Current members receive \$12 per meeting attended. The Trustees voted to leave the stipend as is at this time.

Mrs. Peterka visited with Diane Steers on possible memorial ideas for Shirley Steers. Diane was going to visit with Shirley's daughters and then give some possible ideas.

The next Board meeting will be held on Monday, February 22, 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	#(426) Copier Contract	\$ 55.51
Bob's Disposal	#(428) garbage services	\$ 42.00
Bob's Gas	#(426) propane	\$ 700.00
Mike Donlin	#(427) mileage	\$ 241.50
Gannett Holdings LLC Ohio	#(426) Aberdeen paper subscription	\$ 310.12
Ingram	#(426) Books	\$ 483.54
MicroFix	#(426) computer	\$ 118.00
Midwest Fire	#(425) fire extinguisher service	\$ 43.67
City of Miller	#(428) utilities	\$ 337.79
The Miller Press	#(426) subscription newspaper	\$ 50.00
Venture Communications	#(428) email	\$ 2.00

Mary Breitling	#(410) salary	\$ 1629.11
Hannah Caffee	#(410) salary	\$ 541.12
Ray Caffee	#(410) salary	\$ 124.96
Debra Munger	#(410) salary	\$ 569.60
Connie Schroeder	#(410) salary	\$ 512.64

Meeting adjourned.


Mary Breitling, Librarian


Andrea Fiala, Library Board Chairman

Minutes for February 2021

The Hand County Library Board of Trustees met on Monday, February 22, 2021, at 4:00 p.m. in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Michael J. Donlin, Gloria Keck, Marianne Peterka, Librarian Mary C. Breitling,

Guests present: Joann Morford, Morford Financial Services

Members absent: Mike Anglin

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

Joann Morford presented 2 options available if the board would like to move the four Certificate of Deposits the library currently has into an account where more interest could be made.

After discussion, Motion was made by Mrs. Keck, seconded by Mrs. Peterka, to cash out the four Certificate of Deposits of the Hand County Library. Motioned carried.

Mr. Donlin made the motion, seconded by Mrs. Peterka to invest the CD money with Franklin Templeton. There was no further discussion of the investment funds themselves. Motion carried.

Mrs. Peterka then made a motion to authorize Mary C. Breitling, Director as Finance Chairperson, and Michael J. Donlin, Vice President as Administrative Council Vice Chair and Finance Vice Chair, to direct and transact, which includes buying, selling, trading, exchanging, updating account information, and giving direction of financial investments and business with Franklin Templeton Investments. A second to this motion was made by Mrs. Keck. There was no further discussion. The motion passed.

The One Book South Dakota for 2021 has been chosen: Children's Blizzard by Melanie Benjamin. The library is hoping to hold a book discussion of this book in April either using Zoom or hold an in-house event. Eleanor Iverson has agreed to lead the discussion.

Hannah Caffee is leading the Page Turners Book Club. The club has 23 members with 12 participating in last months discussion group. Currently the club is meeting using Zoom but hope to meet in person when it is safe to do so.

Hannah is also leading the virtual preschool story time the library is holding. Stories can be watched online and activity packs can be picked up at the library. Last month, 20 activity packets went out.

Mrs. Peterka made a motion, Mrs. Keck seconded, to declare the Dell computer previously located in the microfilm room as surplus. Motion Carried.

Mary Breitling updated the board on the library hours and the painting and lighting projects. The Library is currently back to normal hours and the staff is very excited to have patrons back in the building. All of the LED lights have been installed, and the area by the bathrooms and the wall behind the counter have been painted.

Mary Breitling also informed the board the LED rebate the library requested from Heartland Energy for switching all of the lighting in the library to LED, went to the city and has been applied to our water and electric bill, resulting in a nice credit to our account.

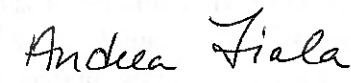
The next Board meeting will be held on Monday, March 29, 2021, at 4:00 p.m.

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

A & B Solutions	#(425) service contract	\$ 55.51
Ace Hardware	#(426) supplies	\$ 505.45
Blackstone Publishing	#(426) audiobooks	\$ 154.75
Bob's Gas	#(426) propane	\$ 872.50
Hand County Publishing	#(423) advertising	\$ 36.67
Ingram	#(426) books	\$ 208.09
Midcontinent Communications	#(428) telephone service	\$ 46.05
Venture Communications	#(428) email	\$ 2.00
Mary Breitling	#(410) salary	\$ 1629.11
Hannah Caffee	#(410) salary	\$ 541.12
Ray Caffee	#(410) salary	\$ 124.96
Deborah Munger	#(410) salary	\$ 683.52
Connie Schroeder	#(410) salary	\$ 612.32

Meeting adjourned.


Mary Breitling, Librarian


Andrea Fiala, Chairman

Minutes for March 2021

The Hand County Library Board of Trustees met on Monday, March 29, 2021, 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 Mary Breitling

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

The Hand County Library will be closed April 2-5, 2021 in observance of Easter.

National Library Week, "Welcome to Your Library" is April 4-10. A book walk is planned on Main Street. A page of the book *Bunny's Book Club* will be placed in various businesses on main street for children and their parents to walk around and read the pages. At the last stop, children will have the option of grabbing a floppy eared bunny to take home. Also, an open house for Deb Bushfield is planned for April 8 from 3-5.

Eleanor Iverson has agreed to hold the South Dakota One Book discussion at the Hand County Library on April 26 at 5:00. The current plan is to have the discussion in the library. If Covid numbers grow, the book discussion may need to be moved to online.

Mary Breitling reported the 2020 annual report has been filed with the State Library. Discussion was held on the statistics as the Covid-19 pandemic greatly affected the library.

The Page Turners Book Club will be reading The South Dakota One Book , *The Children's Blizzard* for April. For story time in April, the library will be partnering with Element Dance for the book, *Giraffes Can't Dance*.

Budgeting for 2022 is beginning. Mary Breitling presented information she had obtained about the reimbursements other library boards receive. It was determined by the board members to leave their current stipend unchanged for the 2022 budget. Discussion was also held on larger projects the library was in need of completing. The board decided the next large project should be insulating the outside walls to make the library more energy efficient. Mary Breitling was instructed to visit with the auditor to determine if any potential revenue resources exist so this project could be completed in 2022.

The Class of 1955 made a donation of \$325.00

The next Board meeting will be held on Monday, April 26, 2021, at 4:00 p.m.

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

A & B Business Solutions	#(425) equipment contract	\$ 55.51
Bob's Disposal Service	#(428) garbage disposal	\$ 21.00
Demco	#(426) library supplies	\$ 349.11
Ingram Library Services	#(426) books ordered	\$ 515.94
Midcontinent Communications	#(428) phone service	\$ 50.03
Venture Communications	#(428) email address	\$ 2.00
Mike Anglin	#(422) board meetings	\$ 24.00
Mike Donlin	#(422) board meetings	\$ 36.00
Andrea Fiala	#(422) board meetings	\$ 36.00
Gloria Keck	#(422) board meetings	\$ 36.00
Marianne Peterka	#(422) board meetings	\$ 36.00
Mary Breitling	#(410) salary	\$ 1629.11
Hannah Caffee	#(410) salary	\$ 640.80
Ray Caffee	#(410) salary	\$ 156.20
Deborah Munger	#(410) salary	\$ 598.08
Connie Schroeder	#(410) salary	\$ 726.24

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for April 2021

The Hand County Library Board of Trustees met on Monday, April 26, 2021, at 4:00 p.m. in the Historical Room of the Hand County Library.

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

Member absent: Mike Anglin

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

The open house for Deb Bushfield was held April 8, 2021. Deb very much appreciated the retirement party. The Main Street book walk had 18 bunnies taken and people did post pictures of their walk on Facebook. The staff also thanked the Trustees for the pizza coupons given to them in honor of National Library Week.

Mary Breitling presented the preliminary budget to the Trustees. The only potential change to the proposed budget would be if the county would approve a capital outlay request to add insulation to the interior of the library. Currently the cement blocks allow for substantial heat loss.

The parking lot project will be addressed at the next County Commissioners' meeting. Mary Breitling will be asking for approval to advertise for bids to complete the project.

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 Franklin Templeton Fund sends out quarterly statements and due to the type of fund the library has, we are unable to set up an online account. Mary Breitling was informed to call at the end of each month to receive the current value of the fund so the financials can be as accurate as possible.

Trustee term expirations July 1: Mike Anglin and Mike Donlin

The current Covid protocols in place were discussed. Mary Breitling requested that starting May 1, the signage on the door be changed to masks are encouraged. All current staff members have been fully vaccinated. The board wanted the staff to make the final decision as they want them to feel comfortable in their working environment. Mary Breitling will visit with the staff before any changes are made.

The library will be closed on Monday, May 31, in observance of Memorial Day.

The next Board meeting will be held on Monday, May 24, 2021, at 4:00 p.m.

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

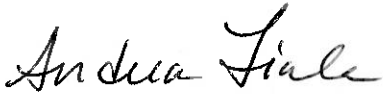
A & B Solutions	#(425) service contract	\$ 55.51
Ace Hardware	#(426) supplies	\$ 154.97
Bob's Disposal	#(428) garbage disposal	\$ 42.00
Bob's Gas	#(426) propane	\$ 26.25
Ingram Library Services	#(426) books ordered	\$ 619.17
MicroFix	#(426) computer work	\$ 60.00
Midcontinent Communications	#(428) phone service	\$ 50.90
Venture Communications	#(428) email address	\$ 2.00

Mary Breitling	#(410) salary	\$ 1629.11
Hannah Caffee	#(410) salary	\$ 541.12
Ray Caffee	#(410) salary	\$ 124.96
Deborah Munger	#(410) salary	\$ 604.92
Connie Schroeder	#(410) salary	\$ 657.52

Meeting adjourned.



Mary Breitling, Librarian



Andrea Fiala, Library Board Chairman

Minutes for May 2021

The Hand County Library Board of Trustees met on Wednesday, May 26, 2021, at 4:00 p.m. in the Historical Room of the Hand County Library.

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

Members absent: Mike Anglin

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

The Summer Reading Program "Tails and Tales" will be held June 2-July 21. Story times will start on Wednesday, June 2, and will be open house style from 1:00-3:00 with a petting zoo put on by the Miller FFA. A pool party on July 17 from 11:00-1:00 will close out the programing. All reading must be recorded by 3:00 on July 21. Participants will log their minutes using Read Squared, same as last year.

Mary Breitling reported on how the \$1,000 grant received from the Stephanie Miller Davis Foundation has been spent. Hannah Caffee is creating makerspace boxes to check out. The rest of the funds will be used to support our summer reading program.

The parking lot project is still on track to start at the end of July.

The Hand County Library was eligible to submit a grant proposal to receive money from the American Rescue Plans Act. The library submitted a proposal in hopes of receiving a SMART board, document camera, studio audio/video USB soundbar, electric floor stand, and a Leveno ThinkPad. The submitted proposal totaled \$10,398.00.

The opportunity to host the Dolly Parton Imagination Library was brought to the attention of Mary Breitling. This program would send a book each month to children ages 0-5 in the Hand County area. The sponsor agrees to pay 1/3 of the cost while the Dolly Parton Imagination Library would pay 2/3. Mary Breitling has been in contact with the Miller Area Foundation and is exploring a possible partnership with them to bring this to Hand County.

The Hand County Library has been contacted about adding a second page to our website. Mary Breitling showed the Trustees Lead's website, which would be similar to what we are looking at. Lead also has an option to donate money to the library through PayPal. The board instructed Mary to look into this option for our library.

Performance reviews were discussed. As two employees have been employed less than a year, and having reviewed the Director last year, it was decided to table this until next year at this time.

The next Board meeting will be held on Monday, June 28, 2021, 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	\$ 55.51
Bob's Disposal	#(428) garbage	\$ 21.00
Demco	#(426) supplies	\$ 108.25
Ingram Library Services	#(426) books	\$ 567.43
Midcontinent Communications	#(428) phone service	\$ 51.13
Venture Communications	#(428) email address	\$ 2.00

Mary Breitling	#(410) salary	\$ 1629.11
Hannah Caffee	#(410) salary	\$ 555.36
Ray Caffee	#(410) salary	\$ 124.96
Deborah Munger	#(410) salary	\$ 612.32
Connie Schroeder	#(410) salary	\$ 669.28

Meeting adjourned.



Mary Breitling, Librarian



Andrea Fiala, Library Board Chairman

Minutes for June 2021.

The Hand County Library Board of Trustees met on Monday, June 28, 2021 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

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

The library will be closed on Saturday, July 3 and Monday, July 5 in observance of Independence Day.

The parking lot project was started sooner than expected and has been completed. With the little bit of rain we have had, the water has drained towards the alley and not back into the library. The barriers will hopefully be removed later this week so the parking lot can be utilized. The board instructed Mary Breitling to talk with Jeff Hargens about how to put the lines in.

Dramstad Refrigeration & Electric was here and determined the equipment installed to protect the air conditioner from electrical overload was installed incorrectly. The unit has been fixed and the air conditioner has worked since.

The summer reading programs next event will be July 7 at 1:00. July 14 will be at 10:00 a.m. and include a balloon show. Through 4 events, we have had 153 children and 34 adults attend. We also have 117 children signed up in Read Squared and 26 adults are taking part in the Tic, Tac, Toe reading challenge.

The Page Turners Book Club will be meeting from 7-8 in the library this evening. The library will be open during this time.

Mary Breitling reported the initial application for the Dolly Parton Imagination Library has been completed. The library is just waiting to hear back from the regional representative of the organization.

The Hand County Library was not a recipient of the first round of the ARPA grants. Mary Breitling was told the initial round of grants went to accredited libraries. The second round opens up July 6 and the library will be applying.

Mike Anglin and Mike Donlin were appointed to 3-year terms beginning July 1. Officers will be elected at our July meeting.

The 2022 proposed budget has been adjusted. The Hand County Commissioners wanted department heads to refigure wages with a 1.2% increase along with an increase of \$2.00 an hour for department heads and \$1.25 an hour for staff. This comes with an increase of \$5, 305.33 to the library budget. Also, with the change in our internet service, \$1,300 was added to utilities as we will now have to pay for internet service.

The next Board meeting will be held on Monday, July 26, 2021, at 4:00 p.m.

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

A & B Solutions	#(511) service contract	\$ 55.51
Bob's Disposal	#(428) garbage pickup	\$ 21.00
Demco	#(426) library supplies	\$ 179.62
Dramstad Refrigeration & Electric	#(425) air conditioning work	\$ 251.94
Ingram Library Services	#(426) books	\$ 264.62
Jones Construction	#(425) parking lot	\$38,471.89
Venture Communications	#(428) internet/email	\$ 313.98
Mike Anglin	#(422) board meetings	\$ 12.00
Mike Donlin	#(422) board meetings	\$ 36.00
Andrea Fiala	#(422) board meetings	\$ 36.00
Gloria Keck	#(422) board meetings	\$ 36.00
Marianne Peterka	#(422) board meetings	\$ 24.00
Mary Breitling	#(410) salary	\$ 1629.11
Hannah Caffee	#(410) salary	\$ 740.48
Ray Caffee	#(410) salary	\$ 156.20
Deborah Munger	#(410) salary	\$ 384.48
Connie Schroeder	#(410) salary	\$ 601.88

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for July 2021.

The Hand County Library Board of Trustees met on Monday, July 26, 2021 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 Mary Breitling.

Members absent: None

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. Anglin, seconded by Mrs. Peterka, to approve the minutes as corrected to reflect the excise tax added to the Jones Construction bill. Motion carried.

The library will be closed on Monday, September 6 for Labor Day.

The summer reading program ended July 21, with a total of 121 children participating. The adult portion has 28 participants and will end September 1. 112 children and adults attended the balloon show and 29 attended the pool party. In total, 325 children and 101 adults attended the 8 events held for the summer reading program.

Mr. Donlin made a motion to approve the Library Policy Manual as presented. Mrs. Peterka seconded; motion carried.

Mary Breitling reported The Dolly Parton Imagination Library paper work has been completed and will be submitted to the regional representative tomorrow.

Mary Breitling has been in contact with Jeff Hargens about adding lines to the parking lot. Jeff reported his department doesn't do that. With this information, Mary is going to contact the hospital to borrow their equipment and have her son complete the work. Discussion was held on adding a handicap parking spot. Mary will have this added when the lines are painted.

Mary Breitling reported the outside sprinkler system, which was damaged during the tearing out of the old parking lot, has been fixed and is working.

The next Board meeting will be held on Monday, August 30, 2021, at 4:00 p.m.

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

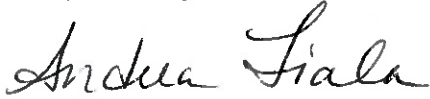
A & B Solutions	#(425) service contract	\$ 55.51
Bob's Disposal	#(428) garbage removal	\$ 21.00
Ingram	#(426) books ordered	\$ 364.63
Venture Communications	#(428) telephone and internet	\$ 127.81

Mary Breitling	#(410) salary	\$ 1629.11
Hannah Caffee	#(410) salary	\$ 598.08
Ray Caffee	#(410) salary	\$ 1017.46
Debra Munger	#(410) salary	\$ 626.56
Connie Schroeder	#(410) salary	\$ 712.00

Meeting adjourned.



Mary Breitling, Librarian



Andrea Fiala, Library Board Chairman

Minutes for August 2021

The Hand County Library Board of Trustees met on Monday, August 30, 2021, 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 11 for Native American Day.

The SDLA will be held virtually on September 29-30. Mary Breitling will be taking part in this conference.

The SD Festival of books will be held October 1-3 in Deadwood, SD.

Mary Breitling showed the board a Library League donation button has been added to the library website. The board asked if the link could be added to both pages. Mary will look into this option.

Preschool Story Time will begin in October with Debra Munger leading it. Discussion was held as to whether story time should continue online or go back to an in-person format. The board stated they want staff to feel comfortable and safe and ultimately left the final decision up to the staff.

Mary Breitling informed the board the grant received from the SD State Library has given the go ahead for libraries to purchase the equipment asked for in the grant. The Smart board and equipment have been ordered. The speaker and camera have come.

The South Dakota Humanities Grant is due August 31. Mary will be submitting an application to help fund classes and supplies which will be held in the library. Funding to help install a handicap accessible door on west side of the library will also be included.

Give Back Day is September 11, 2021 and the Hand County Library has been contacted by Chris Keeter to see if any projects could be completed at the library. The library would have some outside sprucing up which could occur. One of the requirements however, is to have a person here on the day to help facilitate the project. No one was available to do that, so the board instructed Mary to contact Will Page and see if he would be available. If he is not, the library will not be able to participate in the Give Back Day this year.

Dolly Parton Imagination Library sign up is now up and running. Several patrons have expressed their excitement for having this available in our area. The board was curious if there was a place to look to see how many children are utilizing the program. Mary said she would look into this.

Mary Breitling discussed International Dot Day with the board which will be September 15. The library will have a bucket of chalk outside and will encourage people to stop and make their mark on the sidewalk that day. Board members were also given a dot and asked to decorate it and return it to the library for a display, if they wished. For fun, the book, *The Dot*, was watched on YouTube.

Mary Breitling also informed the board she has been in contact with JC Carpet Cleaners, LLC in St. Lawrence to come and give an estimate on the cost to clean the carpets and grout in the library. She will have that estimate at the next board meeting.

The next Board meeting will be held on Wednesday, September 29, 2021, 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	\$ 55.51
Ace Hardware	#(426) supplies	\$ 13.99
Bob's Disposal Service	#(428) garbage service	\$ 21.00
Book Systems, Inc.	#(422) subscription renewal	\$ 1885.00
Demco	#(426) library supplies	\$ 211.75
Ingram Library Services	#(426) books	\$ 430.95
Venture Communications	#(428) phone/internet	\$ 120.00

Mary Breitling	#(410) salary	\$ 1601.88
Hannah Caffee	#(410) salary	\$ 144.66
Ray Caffee	#(410) salary	\$ 144.24
Debra Munger	#(410) salary	\$ 381.37
Connie Schroeder	#(410) salary	\$ 631.23

Meeting adjourned.


Mary Breitling, Librarian


Andrea Fiala, Library Board Chairman

Minutes for September 2021

The Hand County Library Board of Trustees met on Wednesday, September 27, 2021 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 Mr. Anglin, seconded by Mr. Donlin, to approve the minutes of the previous meeting, Motion carried.

The library will be closed on October 11 for Native American Day.

Mary Breitling contacted JC Carpet Cleaners to receive a quote to clean the carpets and grout in the library. The cost would be \$660.45 and the work could be done on a Tuesday. Motion by Mr. Donlin, seconded by Mrs. Keck to have JC Carpet Cleaners clean the carpet and grout in the library. Motion carried.

Mary Breitling talked with George from the colony about having 12 chairs reupholstered. He stated the library would buy the fabric and the colony would then reupholster the chairs. George was going to have someone from the colony call and discuss the project. At the time of the board meeting, Mary had not been contacted.

An update on the Dolly Parton Imagination Library was given by Mary Breitling. To date, 53 children have enrolled.

The Library League donation button has been added to both of the library web pages.

Mary Breitling reported she had received an email saying the SD Humanities will be looking at the grant proposals soon.

An underground sprinkler leak has appeared on the southeast corner of the library. Mary Breitling was instructed to contact Jim & Jakes Sprinkler Systems to fix the leaks.

The first Preschool story time will be 11:15 a.m. on October 21, 2021. Thereafter, Story time will be held the third Thursday of the month at 11:15 a.m.

The state youth reading programs (Prairie Bud, Prairie Bloom, Prairie Pasque and Teen Choice 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 25, 2021, at 4:00 p.m.

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

A & B Solutions	#(425) service contract	\$ 55.51
Bob's Disposal Service	#(428) garbage pickup	\$ 21.00
Bob's Gas Inc.	#(426) propane	\$ 248.00
City of Miller	#(428) utilities	\$ 313.18
Demco	#(426) supplies	\$ 176.65
Ingram Library Services	#(426) books	\$ 365.31
Safe DNS	#(425) web filtering	\$ 125.00
Venture Communications	#(428) internet and phone services	\$ 123.94
Mary Breitling	#(410) salary	\$ 1629.11
Hannah Caffee	#(410) salary	\$ 199.36
Raymond Caffee	#(410) salary	\$ 156.20
Debra Munger	#(410) salary	\$ 655.04
Connie Schroeder	#(410) salary	\$ 583.84
Mike Anglin	#(422) board meetings	\$ 24.00
Mike Donlin	#(422) board meetings	\$ 36.00
Andrea Fiala	#(422) board meetings	\$ 36.00
Gloria Keck	#(422) board meetings	\$ 36.00
Marianne Peterka	#(422) board meetings	\$ 36.00

Meeting adjourned.


Mary Breitling, Librarian


Andrea Fiala, Library Board Chairman

Minutes for October 2021

The Hand County Library Board of Trustees met on Monday, October 25, 2021, at 4:00 in the Historical Room of the Hand County Library.

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

Members absent: None

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

The library will be closed Thursday, November 11, 2021 for Veteran's Day and Thursday, November 25-26 for Thanksgiving. After discussion, the board informed Mary Breitling to ask staff if anyone would like to work Saturday, November 27. If no one is interested or able, the library will also be closed November 27, 2021 as well.

Preschool Story Time has begun with Debbie Munger in charge this year. 4 children and 3 adults attended.

Once again, the Library Showcase will be virtual this year. This is a chance to see possible acts for the 2021 summer reading program. Mary Breitling has signed up and will be talking with Hannah Caffee as well to see if she is interested.

Mary Breitling attended the South Dakota Library Association Virtual Conference on September 29-30. There were lots of good breakout sessions she was able to participate in.

Jim and Jake's Sprinkler Systems was contacted in regards to the underground water system leaks the library has. They came and winterized the sprinkler system and stated they would come back in the spring to repair the leaks.

Mary Breitling reported JC Carpet Cleaners have cleaned the carpets and grout in the bathrooms of the library. Both look very good.

The library will again sponsor a decorated tree at the Court House. Decorating will begin the week of November 17 and C & C is requesting all trees be decorated by Thanksgiving.

A request was made by Mrs. Fiala to include the 2018 numbers for total circulation and patrons entering the library to the financial sheet. Mary Breitling will add this to October's information.

The next Board meeting will be held on Monday, November 29, 2021, 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	\$ 55.51
Bob's Disposal	# (428) garbage disposal	\$ 21.00
City of Miller	# (428) utilities	\$ 410.32
Grey House Publishing	# (426) books	\$ 656.00
Ingram Library Services	# (426) books	\$ 549.72
JC Carpet Cleaners	# (422) carpet cleaning	\$ 620.14
Venture Communications (Sept.)	# (428) telephone and internet service	\$ 125.94
Venture Communications	# (428) telephone and internet service	\$ 125.94

Mary Breitling	# (410) salary	\$ 1629.11
Hannah Caffee	# (410) salary	\$ 170.88
Raymond Caffee	# (410) salary	\$ 124.96
Deborah Munger	# (410) salary	\$ 640.80
Connie Schroeder	# (410) salary	\$ 427.20

Meeting adjourned.



Mary Breitling, Librarian



Andrea Fiala, Library Board Chairman

Minutes for November 2021

The Hand County Library Board of Trustees met Monday, November 29, 2021, at 4:00 p.m. in the Historical Room of the Hand County Library.

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

Member absent: Mike Anglin

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

The library will be closed December 24-25 and January 1 for the holidays. The library will also be closed January 17 for Martin Luther King Day.

Frosty will visit the library Thursday, December 2, 2021 at 6:00 p.m. with stories being read by Frosty's helper. During the month of December, patrons can take a story walk through the library and read *Sneezy the Snowman* by Maureen Wright.

The mailbox placed outside the library last year by the C & C to collect Santa letters has been placed again this year.

Mary Breitling reported she would like to remove the CD section of the library as no one has checked out any music CD's in well over a year. She proposed replacing the stand with two nesting tables that could be used for displays. Memorial money from Norma Carr would be used. Trustees instructed Mary to move forward with the project.

The library received a \$20,000 check from the Jeannette Marie Hatch Trust. The money has been placed in the Memorial Fund account at this time until further information can be obtained as to what Jeannette wanted the money used for.

The book tree is up at the court house and Trustees were invited to go see it.

The Hand County Library received a \$2,400 grant from the South Dakota Humanities Council to make the west doors handicap assessable like the east doors are. A quote was received from House of Glass in Aberdeen for \$3,447.00. Mary Breitling reported there is money in the budget to make up the short fall from the grant. She will be attending the County Commissioners meeting in December to get the go ahead to complete the project.

The Library League cookie sale will be held Thursday, December 2, 2021 starting at 5:00 in Quion Bank.

The next Board meeting will be held on Monday, December 20, 2021, at 4:00 p.m.

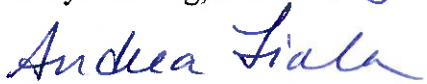
Motion was made by Mrs. Peterka, seconded by Mr. Donlin, to approve the bills. Motion carried.

A & B Business Solutions	#(425) copier contract	\$ 55.51
Bob's Disposal	#(428) garbage disposal	\$ 21.00
Center Point Large Books	#(426) Large Print Books	\$ 1092.96
Faronics	#(422) computer software	\$ 152.00
Ingram	#(426) books	\$ 484.57
City of Miller	#(428) utilities	\$ 297.63
Venture Communications	#(428) internet	\$ 125.94
Mary Breitling	#(410) salary	\$ 1629.11
Hannah Caffee	#(410) salary	\$ 142.40
Ray Caffee	#(410) salary	\$ 156.20
Debra Munger	#(410) salary	\$ 555.36
Connie Schroeder	#(410) salary	\$ 526.88

Meeting adjourned.



Mary Breitling, Librarian



Andrea Fiala, Library Board Chairman

Minutes for December 2021

The Hand County Library Board of Trustees met on Monday, December 20, 2021, at 4:00 in the Historical Room of the Hand County Library.

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

Members absent: Marianne Peterka

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

The library will be closed on December 23 and December 31, 2021 as Governor Noem gave administrative leave to all employees. The library will also be closed January 1, 2022 for New Years and January 17, 2022 for Martin Luther King Jr. Day.

The summer reading program theme for 2022 is "Oceans of Possibilities". Hannah Caffee is working on special programming which could occur for this.

The House of Glass was able to come out and look at the west doors we wish to make handicap assessable. The quote originally given was for one door, not two, so the price will double. They are also able to make the east doors digital so both the east and west doors would then use the same batteries. The new cost will be \$7,198.00. The \$2,400 grant received from the SD Humanities Council will still be applied. Mary has spoken with three county commissioners and they were ok with proceeding with the project.

The microfilm room was discussed. A new countertop and shelving will be added to make the room more user friendly.

The CD storage rack is no longer needed as all of the CD's have been discarded. As the rack was purchased through the gift fund, Mary Breitling was instructed to allow any interested party to take the storage rack.

The Library League has lost several members over the past years and the library board was asked to come up with potential people to add to the league's mailing list. The current mailing list will be emailed to Trustees for reference.

Mary Breitling reported 31 people came to hear Frosty's helper read on December 2nd, Christmas on the Prairie. As a patron had asked about the South Dakota History room that evening, Trustees suggested adding a snip it to the monthly library column about what can be found in the history room.

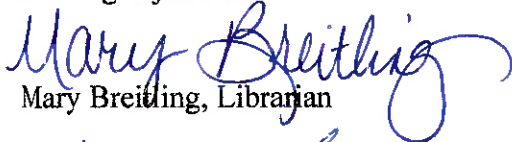
The next Board meeting will be held on Monday, January 24, 2022, at 4:00 p.m.


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

A & B Solutions	#(426) copier	\$ 55.51
Bob's Disposal Service	#(428) garbage pickup	\$ 21.00
Bob's Gas	#(426) fuel	\$ 487.50
Demco	#(426) library supplies	\$ 257.54
Grey House Publishing	#(425) book	\$ 216.00
Gumdrop Books	#(426) books	\$ 955.42
House of Glass	#(425) handicap door	\$ 7,198.00
Ingram Library Services	#(426) books	\$ 409.48
City of Miller	#(428) utilities	\$ 313.55
Overdrive	#(426) digital subscription	\$ 1,100.00
Venture Communications	#(428) phone and wifi	\$ 150.67

Mary Breitling	#(410) salary	\$ 1629.11
Hannah Caffee	#(410) salary	\$ 270.56
Ray Caffee	#(410) salary	\$ 156.20
Debbie Munger	#(410) salary	\$ 612.32
Connie Schroeder	#(410) salary	\$ 626.56
Mike Anglin	#(422) board meetings	\$ 24.00
Mike Donlin	#(422) board meetings	\$ 36.00
Andrea Fiala	#(422) board meetings	\$ 36.00
Gloria Keck	#(422) board meetings	\$ 36.00
Marianne Peterka	#(422) board meetings	\$ 24.00

Meeting adjourned.


Mary Breitling, Librarian


Andrea Fiala, Chairman