Minutes for January 2022

The Hand County Library Board of Trustees met on Monday, January 24, 2022, 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 Mr. Donlin, seconded by Mrs. Keck, to approve the minutes. Motion carried.

Mary Breitling gave an update on the upcoming activities happening at the library.

National Library Week will be April 3-9, and the theme is "Connect with Your Library". No official plans have been made yet.

The library will be closed on February 21 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.

Mary Breitling reported she has signed up for the virtual Jumpstart Summer Reading workshop. Hannah Caffee will be signing up as well. Each library will receive a $50 voucher to use to purchase merchandise for the program.

Lenny Fischer has replaced the water spigot on the east side of the library. He will be coming back in the spring to finish some cement work needed to complete the project.

The electricity has been added to the west handicap doors so they are fully functional. The grant money has also been received so the project is fully completed.

Mary Breitling informed the board of her discussion with the Theresa Whetsel from the Ministerial Association on how to get ahold of a clergy member when an individual stops at the library in need of money for food or a place to stay. The ministerial board has vouchers which were given to the local police to hand out if a minister cannot be contacted. After discussion, the Trustees instructed Mary to talk with local law enforcement to help with a plan.

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

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

A & B Business Solutions	#(426) Copier Contract	$ 61.06
Bob's Disposal	#(428) garbage services	$ 21.00
Bob's Gas	#(426) propane	$ 526.50
Hughes Electric	#(425) electrical work	$ 365.52
Ingram	#(426) Books	$ 464.72
City of Miller	#(428) utilities	$ 358.87
Venture Communications	#(428) wifi and email	$ 150.67
Mary Breitling	#(410) salary	$ 1821.99
Hannah Caffee	#(410) salary	$ 156.60
Ray Caffee	#(410) salary	$ 136.48
Debra Munger	#(410) salary	$ 642.06
Connie Schroeder	#(410) salary	$ 657.72

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for February 2022

The Hand County Library Board of Trustees met on Thursday, February 24, 2022, 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. Keck, seconded by Mr. Donlin, to approve the minutes. Motion carried.

Covid 19 testing kits have been received by the library. These are free to anyone who wishes to take them. Mary Breitling reported a few have been taken already.

Mary Breitling discussed repair projects. First, the west door, which was leaking oil, has been repaired by Aberdeen House of Glass. Also, the county has gotten word from Pro Tech they will be here to replace the library roof once we begin to have 60-degree weather for a full week.

Research is still being done on whether or not the library will be able to have a few vouchers from the Ministerial Association. These vouchers would be for food, transportation, and/or lodging. Mary Breitling will also speak with the Chief of Police before the next board meeting on this subject.

The One Book South Dakota for 2022 has been chosen: *Our History is the Future* by Nick Estes. The library is hoping to hold a book discussion of this book, but an exact date has not been set.

Items bought through the ARPA grant have started to arrive. The laptop is here and in use. Mary Breitling was told by AVI Systems the SMART Board has been shipped and should be received it in the next couple of days.

Hannah Caffee is leading the I Hate Winter Book Club. Last month the group read *The Feather Thief* and had a great turnout. This next month the members are to read a book with South Dakota ties. The last meeting will be in the month of April.

Preschool story time has also been meeting once a month. The last story time will also be held in April.

The library staff are coming up with ideas for National Library Week. Plans will be coming together soon.

Mary Breitling showed the Trustees the Whofi calendar which is being used to help the library keep track of all of our programming. This calendar could be placed on our website for $75 which would be paid for by a grant from the State Library. The Trustees instructed Mary to make sure the $75 charge was a one-time occurrence. If it is, the Trustees told Mary to go ahead with adding the calendar to the website.

The next Board meeting will be held on Monday, March 28, 2022, 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) service contract	$ 61.06
AVI Systems, Inc.	#(434) equipment	$ 9,118.83
Bob's Disposal	#(428) garbage disposal	$ 21.00
Bob's Gas	#(426) propane	$ 1745.25
Fischer Plumbing	#(425) repairs	$ 215.47
Ingram	#(426) books	$ 411.38
MicroFix, Inc.	#(434) laptop computer	$ 1430.00
City of Miller	#(428) utilities	$ 316.15
Venture Communications	#(428) phone/internet	$ 202.19
Mary Breitling	#(410) salary	$ 1821.99
Hannah Caffee	#(410) salary	$ 266.22
Ray Caffee	#(410) salary	$ 136.48
Deborah Munger	#(410) salary	$ 485.46
Connie Schroeder	#(410) salary	$ 583.34

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Chairman

Minutes for March 2022

The Hand County Library Board of Trustees met on Monday, March 28, 2022, 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.Donlin to approve the minutes. Motion carried.

The Hand County Library will be closed April 15-18, 2022 in observance of Easter.

National Library Week, "Connect with Your Library" is April 4-8. Mike Donlin will be giving a presentation on bees on Monday, April 4, 2022 at 5:00. Mike Kenney will be displaying some of his Hand County photography, an escape room is planned, and also a story walk.

Mary Breitling reported the 2021 annual report. Numbers look better than last year as the library was able to once again have in person programming.

The I Hate Winter Book Club met this month and had 5 participants. April should be the last time they meet, but several members wished it to continue into the spring months. A decision will be made at their April book discussion. Also, Preschool Story Time will be meeting for the last time in April as well. Attendance has been very poor so a discussion will be held in the fall if this program is worth continuing.

Budgeting for 2023 is beginning. Possible role changes were discussed by the Trustees with no formal decisions being made.

Mary Breitling has been in contact with the Miller Police Department and has discussed with all staff what they should do if they were to feel threatened or uncomfortable with a patron who were to enter. The police department suggested calling them and mention a book they requested was in. The officer on duty would then, in turn, stop down to the library to assess the situation.

The next Board meeting will be held on Monday, April 25, 2022, at 4:00 p.m.

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

A & B Business Solutions	#(425) equipment contract	$ 61.06
Ace Hardware	#(426) equipment	$ 199.99
Blackstone Publishing	#(426) audiobooks	$ 42.50
BOA Property Management	#(426) US flags	$ 54.32
Bob's Disposal Service	#(428) garbage disposal	$ 21.00
Bob's Gas	#(426) propane	$ 618.80
Ingram Library Services	#(426) books ordered	$ 533.00
Midwest Fire & Safety	#(425) fire extinguisher	$ 50.00
City of Miller	#(428) utilities	$ 321.15
Venture Communications	#(428) wifi and email address	$ 202.19
Mike Anglin	#(422) board meetings	$ 36.00
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	$ 1821.99
Hannah Caffee	#(410) salary	$ 250.56
Ray Caffee	#(410) salary	$ 170.60
Deborah Munger	#(410) salary	$ 829.98
Connie Schroeder	#(410) salary	$ 720.36

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for April 2022

The Hand County Library Board of Trustees met on Monday, April 25, 2022, 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 and Hannah Caffee.
Member absent: None

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

Activities planned during National Library Week, and those which we have continued throughout the month of April, have gone well. For the month of April, we have had 165 engagements in the book walk, photography display, the bee presentation, and the escape room.

Mary Breitling presented the preliminary budget to the Trustees. Wages are the only changes to the 2022 budget request.

After receiving word from the county to look at potential improvements to the grounds and/or building, the trustees discussed possible projects. After discussion, it was determined having the exterior walls of the library insulated and replacing the windows is the next large area of need. Mary Breitling has been in touch with House of Glass to come and give a quote on window costs. Mike Donlin was going to contact the local contractors who did the city building insulation project to find out costs, materials used, etc.

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

Mary Breitling showed the board the new calendar feature added to the library website. This new feature makes it easier for patrons to see what is happening in the library. It also allows the library to feature events on the home page.

Trustee term expirations July 1: Gloria Keck and Marianne Peterka

The chairman declared an executive session to discuss personnel.

Upon returning to regular session, Mr. Donlin made a motion, seconded by Mrs. Peterka, to accept with commendation the resignation of Mary Breitling as Library Director effective May 31, 2022.

Mrs. Keck made a motion, seconded by Mr. Anglin, to reassign Hannah Caffee to the position of Library Director at an annual salary of $33,615 with a 25 hours/week schedule with benefits. Motion carried.

Mr. Anglin made a motion, seconded by Mr. Donlin, to reassign Mary Breitling to position of Library Clerk at an hourly wage of $15.66. Motion carried.

The library will be closed on Monday, May 30, in observance of Memorial Day.

The next Board meeting will be held on Monday, May 23, 2022, 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	$ 61.06
Blackstone Publishing	#(426) audio books	$ 110.49
Bob's Disposal	#(428) garbage disposal	$ 21.00
Bob's Gas	#(426) propane	$ 552.50
Ingram Library Services	#(426) books ordered	$ 485.38
City of Miller	#(428) utilities	$ 295.11
Venture Communications	#(428) email address	$ 202.19

Mary Breitling	#(410) salary	$ 1821.99
Hannah Caffee	#(410) salary	$ 234.90
Ray Caffee	#(410) salary	$ 136.48
Deborah Munger	#(410) salary	$ 297.54
Connie Schroeder	#(410) salary	$ 689.33

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for May 2022

The Hand County Library Board of Trustees met on Monday, May 23, 2022, 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 and Hannah Caffee.
Members absent: Mike Anglin

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

The Summer Reading Program "Oceans of Possibilities" will be held May 26-July 20. Story times will start on Thursday, June 2, with a rocket show put on by Absolute Science. Wednesday, July 20, a balloon animal show by Polka Dot Entertainment will close out the programing. Participants will log their minutes using Read Squared.

Mary Breitling presented the corrected 2023 budget as there was a mistake made on the insurance. Mary informed the board the corrections made have been submitted to the County Commission.

After meeting with the County Commissioners, the library was informed the director needs to be an hourly instead of salaried position. With that, a correction to the April 2022 board minutes were made. Hannah Caffee will earn $21.02 an hour starting June 1, working 25 hours a week.

Will Page, custodian, informed Mary Breitling that Pro Tech will be contacting the library within the next 2 weeks with a firm date on when the roof will be repaired.

Jim and Jake's Sprinkler was also contacted about the leak in the southeast corner of the library. They were not able to give an exact date as to when they could come and fix the problem.

Performance reviews were discussed. As the two employees to be reviewed are switching roles, the Trustees chose not to do reviews. The director will be reviewed next year.

The next Board meeting will be held on Monday, June 27, 2022, 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	$ 61.06
Blackstone Publishing	#(426) audio books	$ 63.74
Bob's Disposal	#(428) garbage	$ 21.00
City of Miller	#(428) Utilities	$ 292.01
Demco	#(426) supplies	$ 282.46
Ingram Library Services	#(426) books	$ 527.24
Venture Communications	#(428) email address	$ 202.19

Mary Breitling	#(410) salary	$ 1821.99
Hannah Caffee	#(410) salary	$ 516.78
Ray Caffee	#(410) salary	$ 170.60
Deborah Munger	#(410) salary	$ 250.56
Connie Schroeder	#(410) salary	$ 743.85

Meeting adjourned.

Mary Breitling

Mary Breitling, Librarian

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for June 2022

The Hand County Library Board of Trustees met on Monday, June 27, 2022, 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 Library Director Hannah Caffee.

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

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

The Summer Reading Program has started and continues until July 20th. 162 children are enrolled and have read over 40,000 minutes this summer cumulatively. Average storytime participation is currently 60 patrons.

The winter book club has extended into the summer. The next book is *Our History is the Future* by Nick Estes which is the SDHC One Book for 2022. Book discussion at the library will be held July 21st at 5:30 PM led by Eleanor Iverson.

Local author, Valerie Boever, would like to visit the library and share about her series *Margaret and Midnight*. August 10th at 5 PM she will visit and share her experience in writing. SD State Fair children tickets will be given away at the event.

Trustee Re-Appointment: Mrs. Peterka and Mrs. Keck were reappointed with terms beginning in July. Officers will be elected in July 2022.

The library was closed June 20th in observance of Juneteenth. Board members decided to have the library closed July 2nd and July 4th for Indepence Day celebrations.

Workers from Jim and Jake's Sprinkler fixed the leak in the southeast corner of the library and ensured the sprinklers are in working condition.

Will Page, custodian, expected Pro Tech to work on the roof June 27th. With unforeseen issues on a different project, the company did not work on the library roof in June as expected.

The next Board meeting will be held on Monday July 25, 2022 at 4:00 P.M.

Andrea Fiala
- Chair

Hannah Caffee
- Library Director

A & B Solutions	(425 Service Contract)	$	61.06
Blackstone Publishing	(426 Audiobooks)	$	34.00
Bob's Disposal	(428 Garbage)	$	21.00
City of Miller	(428 Utilities)	$	251.37
Demco	(426 supplies)	$	282.46
Ingram	(426 books)	$	393.56
Jim and Jake's Sprinkler	(425 Maintenance)	$	142.58
Venture Communications	(428 Email address)	$	404.38
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)	$	592.95
Hannah Caffee	(410 salary)	$	1,638.59
Raymond Caffee	(410 salary)	$	126.04
Constance Schroeder	(410 salary)	$	818.37

Minutes for July 2022

The Hand County Library Board of Trustees met on July 25, 2022 at 4:00 PM in the Historical Room of the Hand County Library.

Members absent: None

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

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

The library director gave a report on programming at the library.

The Children's Summer Reading Program ended July 20th. We had 169 participants who collectively read 78,463 minutes. All programs had great attendance.

On July 21st we hosted our One Book South Dakota book discussion led by Eleanor Iverson. Five participants attended.

The library is hosting an author visit August 10th at 5:00 PM by Valerie Boever.

The group discussed ideas for a Back-to-School event and/or giveaway for August.

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

Hannah Caffee informed the board that ProTech Roofers would be contacting her next week about the roofing project. With internal role changes at ProTech they needed more time to determine availability for our project.

The board discussed options for the landscaping at the library. Shrubs will be removed from the landscaping to be replaced at a later date.

Hannah Caffee brought up the question about retired flags. Considering partnership with the American Legion of Miller for a program on flag etiquette.

Concern for the increase in water usage on the City of Miller utility bill. Hannah Caffee said she would look into it, but appeared on par with previous years.

Hannah Caffee discussed changes to the 2023 budget that were initiated by Hand County Auditor Doug DeBoer. Adjustments were necessary due to insurance rates being maintained rather than increasing.

The next board meeting will be on Monday, August 29, 2022, at 4:00 pm.

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

A & B Solutions	#(425) service contract	$ 61.06
Blackstone Publishing	#(426) audio books	$ 203.50
Bob's Disposal	#(428) garbage	$ 21.00
Bob's Gas	#(425) air conditioner repair	$ 357.58
City of Miller	#(428) utilities	$ 430.01
Ingram	#(426) books	$ 190.12
Book Systems, Inc	#(422) subscription renewal	$ 1,885.00
Venture Communications	#(428) email address	$ 202.19

Mary Breitling	#(410) salary	$ 187.92
Hannah Caffee	#(410) salary	$ 2101.00
Raymond Caffee	#(410) salary	$ 1071.48
Deborah Munger	#(410) salary	$ 642.06
Constance Schroeder	#(410) salary	$ 673.38

Meeting adjourned.

Hannah Caffee, Library Director

Andrea Fiala, Library Board Chairman

Minutes for August 2022

The Hand County Library Board of Trustees met on Monday, August 29, 2022, 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 Marianne Peterka, Director Hannah Caffee
Members absent: None

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

JoAnn Morford provided information about the library's mutual fund investments with Franklin Templeton. She gave her advice about the funds.

Mrs. Peterka then made a motion to authorize Hannah M. Caffee, 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 Mr. Anglin. There was no further discussion. The motion passed.

The library will be closed on September 5 for Labor Day and October 10 for Native American Day.

The SDLA conference will be held in-person September 28-30 in Brookings, SD. Hannah Caffee said she would be attending Friday, September 29th. A motion was made by Gloria Keck and seconded by Mike Donlin to have the library provide mileage for this conference. Motion carried.

The South Dakota Humanities Council will hold their SD Festival of Books September 23-25 in Brookings. Hannah Caffee is unable to attend this year.

Hannah Caffee reviewed the August programs hosted by the library, and introduced upcoming events. Author Visit by Valerie Boever on August 10th had eight in attendance; Lego Storytime on August 17th had three children and two adults in attendance; Winter Book Club had no members attend on August 18th; Back to School Magnets were made for each student in the Miller School Buildings: ~430.

Preschool Story Time will begin in September with Debra Munger leading it. A poll was placed on the library social media site for parent input regarding timing of story time. The story time will take place at 11:00 AM on the third Thursday of the month.

A weekly game club will begin on Wednesdays from 4 PM- 6 PM led by community member Lisa Van Meter. Patrons will gather to learn and play a variety of board and card games.

Hannah Caffee reported that Tween Crafternoons and Lego Challenges are future programs that will begin in the fall. Additionally, she would like to start Folk School classes for adults to learn skills from local experts.

Hannah Caffee is applying for two grants to cover the cost of hosting an author visit for elementary aged students. She is applying for the Miller Area Foundation Grant and the Methodist Women Grant. Many ideas were generated for this potential program.

Protech Roofing company was contacted by Hannah Caffee. They have decided to wait on the roof until the stormy/rainy season ends in October. Unsatisfied with this information, Hannah will be making calls again to try to get the company to arrive sooner.

Our landscape bushes and trees were removed in August. Hannah Caffee shared that a sprinkler was bumped during the tree removal so the sprinklers would be shut off for the remainder of the year. The board extensively discussed shrub/tree replacement ideas. A list of sale shrubs from Blevior was brought to the meeting. We also discussed the options for workers to do the landscaping. Due to the upcoming roofing project, it was decided that we would wait on the landscaping project until spring.

Give Back Day is September 10, 2022 and the Hand County Library has been contacted by Cbris Keeter to see if any projects could be completed at the library. The library will have some outside sprucing up and some indoor cleaning projects for the service day.

The next Board meeting will be held on Thursday, September 22, 2022, at 4:00 p.m.

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

A & B Solutions	#(425) service contract	$ 61.06
Blackstone Publishing	#(426) supplies	$ 44.16
Bob's Disposal Service	#(428) garbage service	$ 21.00
City of Miller	#(428) utilities	$ 566.80
Demco	#(426) library supplies	$ 158.28
Ingram Library Services	#(426) books	$ 208.85
Venture Communications	#(428) phone/internet	$ 202.19
Mary Breitling	#(410) salary	$ 144.63
Hannah Caffee	#(410) salary	$ 1627.80
Ray Caffee	#(410) salary	$ 157.55
Debra Munger	#(410) salary	$ 491.70
Connie Schroeder	#(410) salary	$ 737.56

Meeting adjourned.

Hannah Caffee, Library Director

Andrea Fiala, Library Board Chairman

Minutes for September 2022

The Hand County Library Board of Trustees met on September 22, 2022 at 4:00 PM in the Historical Room of the Hand County Library.

Members absent: None

The library will be closed October 10th for Native American Day.

Hannah Caffee notified the board of an upcoming SD Humanities Council Grant deadline in October. The board discussed some larger projects that may fit with the grant requirements. Hannah Caffee will also ask staff about their ideas.

Project updates were provided by Hannah Caffee. The roof was finished this month, and the library closed during this construction: Wednesday, September 7th until Monday, September 12th. SDSU professor, John Ball, was able to consult with Hannah Caffee, Connie Schroeder, Andrea Fiala, and Will Page on September 3rd regarding our landscape project. He had great ideas and will have his students at SDSU design our landscape as a project. The library board and director will watch their presentations and select the design aspects they would like to incorporate. Will Page has asked Hannah to go through library materials stored in the attic of the courthouse. The board decided the library files are not needed and can be properly disposed.

The library has many active and passive programs running this season. Preschool story time has started on the 3rd Thursday of the month. Flyers will be created and sent home with young families. Game club meets each Wednesday and has been well attended each week. The first meeting on September 7th was canceled due to the roof construction. The Chess Club had its first meeting on the 23rd of September. Five were in attendance under the direction of Cherry Baker. Prairie Bud, Prairie Bloom, Prairie Pasque, MS and HS Teen Choice books are available. Students can read these books and vote for their favorites. Kevin Lovegreen is willing to come to Miller for a presentation. He will also be presenting in Faulkton. Hannah has been working with Faulkton's art council to find a date and time that will work best for everyone. Wall Lake Hunting Club, Game Fish and Parks, and SD Arms are willing to help provide giveaways and additional related programs at the library.

The board had no other concerns or business.

August updated on next sheet

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

The next board meeting will be on Monday, October 24, 2022, at 4:00 pm.

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

A & B Solutions	#(425) service contract	$ 61.06
Blackstone Publishing	#(426) audio books	$ 169.99
Bob's Disposal	#(428) garbage	$ 21.00
City of Miller	#(428) utilities	$ 633.73
Ingram	#(426) books	$ 347.65
Venture Communications	#(428) email address	$ 202.19
ARTS S Tecta America Company LLC	#(425) building repair/roof	$ 45,171.51

Mike Anglin	#(422) board meetings	$ 36.00
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	$ 289.24
Hannah Caffee	#(410) salary	$ 1352.97
Raymond Caffee	#(410) salary	$ 126.04
Deborah Munger	#(410) salary	$ 462.78
Constance Schroeder	#(410) salary	$ 607.41

Meeting adjourned.

Hannah Caffee, Library Director

Andrea Fiala, Library Board Chairman

Minutes for September 2022

The Hand County Library Board of Trustees met on September 22, 2022 at 4:00 PM in the Historical Room of the Hand County Library.

Members absent: None

The library will be closed October 10th for Native American Day.

Hannah Caffee notified the board of an upcoming SD Humanities Council Grant deadline in October. The board discussed some larger projects that may fit with the grant requirements. Hannah Caffee will also ask staff about their ideas.

Project updates were provided by Hannah Caffee. The roof was finished this month, and the library closed during this construction: Wednesday, September 7th until Monday, September 12th. SDSU professor, John Ball, was able to consult with Hannah Caffee, Connie Schroeder, Andrea Fiala, and Will Page on September 3rd regarding our landscape project. He had great ideas and will have his students at SDSU design our landscape as a project. The library board and director will watch their presentations and select the design aspects they would like to incorporate. Will Page has asked Hannah to go through library materials stored in the attic of the courthouse. The board decided the library files are not needed and can be properly disposed.

The library has many active and passive programs running this season. Preschool story time has started on the 3rd Thursday of the month. Flyers will be created and sent home with young families. Game club meets each Wednesday and has been well attended each week. The first meeting on September 7th was canceled due to the roof construction. The Chess Club had its first meeting on the 23rd of September. Five were in attendance under the direction of Cherry Baker. Prairie Bud, Prairie Bloom, Prairie Pasque, MS and HS Teen Choice books are available. Students can read these books and vote for their favorites. Kevin Lovegreen is willing to come to Miller for a presentation. He will also be presenting in Faulkton. Hannah has been working with Faulkton's art council to find a date and time that will work best for everyone. Wall Lake Hunting Club, Game Fish and Parks, and SD Arms are willing to help provide giveaways and additional related programs at the library.

The board had no other concerns or business.

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

The next board meeting will be on Monday, October 24, 2022, at 4:00 pm.

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

Minutes for October 2022

The Hand County Library Board of Trustees met on October 24, 2022 at 4:00 PM in the Historical Room of the Hand County Library.

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

The library will be closed Friday, November 11, 2022 for Veteran's Day and Thursday/Friday, November 24-25, 2022 for Thanksgiving. Discussion was held about November 26th, and it was decided that the library would be open that Saturday for a programming opportunity.

Review of the programming in October was provided by Hannah. Game Club continues on Wednesday afternoons (4pm-6pm) with 4-10 mostly adult attendees. Chess Club has been growing each week with the latest week tracking 13 participants. Preschool story time saw growth this month with five in attendance. Mrs. Peterka said she was impressed with Debi's work during story time. The Winter Book Club held a discussion on stories by Edgar Allan Poe, and the group will be having a potluck for their November discussion. Book Club members will find a recipe (and accompanying book) from *The Book Lover's Cookbook* and share their fixings at the discussion on November 17th. Starting Thursday, October 27th, the library will host weekly Art Space for junior high and high school students. Art supplies will be provided for students to create their masterpieces. Hannah will lead this group. A beginner's crochet class is taking form for the afternoon of November 26th with Meredith Schroeder leading the group through the basics. Supplies will be provided by the library. The Kevin Lovegreen presentation is set for November 20th at 1:30 pm at the school's theater with 2nd-6th graders attending. Leading up to the presentation, the local Game, Fish, and Parks employees will bring two activities into the library for patrons. We are waiting to hear back about which dates might work best. A critter crate will be at the library starting November 14th for kids to learn about the animals of South Dakota. Lastly, a fishing story and activity will be available for patrons to fill their own miniature tackle boxes.

Hannah shared her experience at the recent SDLA Conference. She attended workshops, most notably, a workshop for new library directors. She met book vendors and SD State Library staff who will be great connections in the future. She listened to keynote speaker Anton Treuer, and she received three books which support social/emotional learning in children.

The exterior of the library continued to change this month with a few small projects. The sprinklers were blown out by J & J Sprinklers. This company will work on sprinkler repair in the spring. The buckthorn bush will be removed by the county highway department. Hannah has been in contact with Chris Schaefers about it. The board wondered if we would need stump removal or need to spray RoundUp to prevent future growth. Hannah will contact Will Page about this matter. The gate on the west side of the library was painted. Hannah asked the board what they thought we might want to do with the light fixtures on the west side. Currently they are not in use. Mike Donlin will be looking into what it might take to remove or replace. The board discussed options and decided to revisit the topic next month. John Ball, professor of SDSU, will be sending landscape designs the second week of November. Once received, the board and director will discuss and prepare questions for John. The roofing bill came through. Since the amount was approved in 2020, Hannah will contact Doug about how to track the bill in this year's financials.

Christmas is around the corner, so the board discussed the library's Christmas Tree in the Courthouse. Mary Breitling will be spearheading the planning and decorating of the tree. We are asked to have the tree up by November 23rd. Christmas on the Prairie is December 1st, and Frosty will be stopping by the library that

evening to read a story. Library League will be hosting their annual Cookie Sale that night at Quoin Bank. This will be mentioned in the November Miller Press article. Hannah will contact Dawn Haar about the details.

The board had no other concerns or business.

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

The next board meeting will be on Monday, November 28, 2022, at 4:00 pm.

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

A & B Solutions	#(425) service contract	$ 61.06
Blackstone Publishing	#(426) audio books	$ 110.49
Bob's Disposal	#(428) garbage	$ 21.00
Center Point Large Print Books	#(426) large print books	$ 1,149.47
City of Miller	#(428) utilities	$ 458.76
Hannah Caffee	#(427) Conference mileage	$ 120.36
Ingram	#(426) books	$ 313.00
SafeDNS, Inc.	#(425) web filtering	$ 180.00
Venture Communications	#(428) email address	$ 202.19

Board of Trustees	#(422) Board Meetings	$ 180.00
Salary and Benefits	#(411, 412, 413, 414, 415)	$ 4936.48

Meeting adjourned.

Hannah Caffee, Library Director

Andrea Fiala

Andrea Fiala, Library Board Chairman

Minutes for November 2022

The Hand County Library Board of Trustees met on November 21, 2022 at 4:00 PM in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Gloria Keck, Marianne Peterka, and Library Director Hannah Caffee. Members absent: Mike Donlin

The library will be closed Monday December 26th due to December 25th being on a Sunday. Governor Noem has declared Friday December 23rd a holiday as well, and therefore the library will also be closed Saturday, December 24th. With January 1st being a Sunday, the library will be closed Monday, January 2nd.

Hannah Caffee asked the board about procedures to have volunteers help at the library. The board suggested talking with other libraries to see what they do, and ask Doug Deboer about what may have been done in the past.

Hannah Caffee gave an update on the reported salaries since her start as director. She added the benefits, social security, and retirement to the reported salaries from June through September. See attached sheet with these figures.

Hannah Caffee gave a report on the programming from November. The Birds of Prey presentation by Jon Dunlap had an audience of 17, Trapping 101 with Chris Ray had an audience of 24, and Learn to Crochet with Meredith Schroeder had 6 participants. Chess Club and Game Club had fewer participants this month, but school was not in session most Fridays in November, and we had a spell of bad weather that affected many game club participants. These clubs will continue in December. Preschool Story Time was canceled in November due to the ice storm. Debbie Munger has December story time planned for December 15th this month. Art Space will continue into December for junior high and high school aged students. Winter Book Club had a successful potluck book discussion in November, and in December members are reading a Christmas book. Christmas events coming up include Frosty Story Time with ugly sweater ornament take-and-make crafts, Library League Cookie Sale at the bank, and letters to Santa mailbox all on December 1st. Our tree at the courthouse is up and very well done thanks to Mary Breitling.

Looking ahead, Traci Davis Loecker, author of *Pawflections*, will be visiting the library January 9, 2023 at 4 pm. The board asked about connecting this event with other opportunities related to dogs. They listed Deb Bushfield and Mike Kenney as potential partners to talk about or display photos of dog sledding. Hannah Caffee is looking into setting up a few programs related to "Finding our Roots". Programs may include, presentations from the Humanities Council on the history of SD or creative life writing workshops, scan days, and a how-to presentation for ancestry.com. Details will be worked through this month.

Mike Donlin had sent an estimate from Hughs Electric for replacing our outside lights on the west side of the library. The board was able to look over the estimate. They wondered if the lights were on a

dusk-to-dawn timing system. Mike Anglin motioned to have Hughes Electric complete this project with a timer included, and Marianne Peterka seconded the motion for approval. Hannah Caffee will be in contact with Hughs Electric to get the invoice and begin the project.

The American Library Association sent a letter about a grant opportunity for rural libraries. The board discussed potential target populations in our community and what that may look like. Hannah Caffee is going to get more information about the grant and the requirements for the application.

The board had no other concerns or business to discuss.

Motion by Gloria Keck, seconded by Marianne Peterka to approve the October minutes. Motion carried.

Motion by Marianne Peterka, seconded by Gloria Keck to approve the October Financial Report and bills. Motion carried.

The next board meeting will be Monday, December 19th at 4:00 pm.

A & B Solutions	#(425) service contract	$ 100.42
Blackstone Publishing	#(426) audio books	$ 144.49
Bob's Disposal	#(428) garbage	$ 21.00
Bob's Gas	#(426) propane	$ 472.50
City of Miller	#(428) utilities	$ 264.23
Demco	#(426) supplies	$ 82.47
Ingram	#(426) books	$ 434.53
OverDrive	#(426) electronic material	$ 1,100.00
Venture Communications	#(428) email address	$ 202.19

Salary and Benefits	#(411, 412, 413, 414, 415)	$4338.66

Meeting adjourned.

Hannah Caffee, Library Director

Andrea Fiala

Andrea Fiala, Library Board Chairman

Amending of the reported salaries on the library board minutes

June Salaries and Benefits: $4,180.97

July Salaries and Benefits: $5,160.74

August Salaries and Benefits: $4,190.68

September Salaries and Benefits: $4,616.19

Minutes for December 2022

The Hand County Library Board of Trustees met on December 19, 2022 at 4:00 PM in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Donlin, Gloria Keck, and Library Director Hannah Caffee. Members absent: Mike Anglin and Marianne Peterka

The library will be closed January 2, 2023 for New Years and January 16, 2023 for Martin Luther King Jr. Day.

Hannah Caffee reported on plans for January and February programming. The library plans to continue our regular weekly programs from 2022: Chess Club, Game Club, and JH/HS Art Space. Monthly Preschool Story Time and Winter Book Club will also continue into 2023. New programs will include Bridge Lessons, and a set of 4 programs related to understanding our history and documenting our present.

Looking toward spring and summer, the board discussed the Hungrytown performance and agreed it would be a fun event for our library patrons. It also has potential for collaboration with the Arts Council. Hannah Caffee will be reaching out to see if this is possible, and she will work to find the best venue for the group. The 2023 Summer Reading theme is *All Together Now*. Hannah Caffee mentioned teaming up with community leaders and organizations for weekly story time activities.

The Hand County Commissioners met December 6th and approved some money injection for the roofing project expenses. This injection, however, was not the full amount of the roofing project as anticipated. Rather, it was based on an estimate by Auditor Doug DeBoer. Hannah Caffee and Mike Donlin reported on their conversation with Doug Deboer on December 9th where it was determined that more of the roofing project bill could be covered with an additional injection. Hannah Caffee will attend the Hand County Commissioners meeting on December 27th to explain the expenses from the year and how these injections pay for the roofing project exclusively. We did not go over budget in other areas beyond the roofing project.

The landscape project was mentioned, and Hannah Caffee has not yet received potential landscape designs from SDSU professor Dr. John Ball. She will reach out to check with him on these projects from his students.

The board had no other business or concerns to discuss.

Gloria Keck made a motion, and Mike Donlin seconded for the approval of the November minutes.

Mike Donlin made a motion, and Gloria Keck seconded for the approval of the Financial Report and Bills.

The next library board meeting will be held Monday, January 23rd at 4:00 pm.

A & B Solutions	#(425) service contract	$61.06
Blackstone Publishing	#(426) audio books	$62.00
Bob's Disposal	#(428) garbage	$21.00
Bob's Gas	#(426) propane	$385.00
City of Miller	#(428) utilities	$285.07
Demco	#(426) supplies	$74.03
Hughes Electric	#(425) repair and maintenance	$2873.69

Salary and Benefits	#(411, 412, 413, 414, 415)	$4495.17

Meeting adjourned.

Hannah Caffee, Library Director

Andrea Fiala, Library Board Chairman