

## Minutes for January 2023

The Hand County Library Board of Trustees met on January 23, 2023 at 4:30 PM in the Historical Room of the Hand County Library.

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

The library will be closed Monday, February 20th for President's Day.

Hannah Caffee reviewed the weekly and monthly programs available to patrons. She reported all programs are running smoothly and have patrons in attendance. Special upcoming events were reviewed: How to Use Ancestry.com, Scan Day, Dakota Daughters Performance, and Heirloom: Creative Life Writing Workshop.

National Library Week is April 23-29. The theme is "There's More to the Story". No plans are in place yet, but a display with old library photos was discussed.

Hannah Caffee reported on year-end circulation counts. DVD and Audiobooks on CD have declined in check outs. We will no longer order these items to add to our collection. Computer use has maintained a steady level the past five years. Never are all of the computers in use at once. Some rearranging will take place with one computer taken down and stored.

Board committees were reviewed with the decision to keep roles as is: Facilities-Mike Donlin, Personnel-Mike Anglin, Policy-Marianne Peterka and Gloria Keck, and Technology-Andrea.

Summer Reading Program is around the corner, and Hannah Caffee will be attending the Jumpstart Workshop to prepare for story time and activities. This workshop will take place in Redfield on March 13th. Hannah said she is already considering a Block Party to kickoff the reading program. She hopes to coordinate with other local businesses and organizations for the event.

The landscape project design was sent to us from John Ball at South Dakota State University and his students. The board reviewed and discussed the design. The plant descriptions were read and it was decided that Hannah will begin collecting bids on the material and labor costs. She will reach out to local businesses in Hand and surrounding counties.

Hannah Caffee spoke about Amazon.com removing the line of credit option for the Hand County Library. She will secure a debit card through the gift fund account to use for purchases on Amazon.com.

Gloria Keck motioned to approve the previous meeting's minutes and petty cash. The motion was seconded by Mike Donlin.

Marianne Peterka made a motion to approve the financial report and bills. Gloria Keck seconded.

The next library board meeting will be Monday, February 27th @ 4:00pm

Meeting adjourned.

A & B Solutions	#{425) service contract	\$67.17
Blackstone Publishing	#{426) audio books	\$67.13
Bob's Disposal	#{428) garbage	\$21.00
Bob's Gas	#{426) propane	\$1048.25
City of Miller	#{428) utilities	\$320.33
Ingram	#{426) supplies	\$185.08
Miller Press	#{426) supplies	\$55.00
Venture Communications	#{428) email address/phone	\$202.19

Salary and Benefits	#{411, 412, 413, 414, 415)	\$4328.11
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Hannah Caffee, Director



Andrea Fiala, Library Board Chairman