

## Minutes for January 2024

The Hand County Library Board of Trustees met on January 22, 2024 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.

Hand County Library will be closed February 19th for President's Day. The library was recently closed January 13th and closed at noon on January 18th due to weather. Emergency management was able to help spread the word through their messaging system.

The library board committee assignments were reviewed with each board member electing to stay on their previous committee as follows:

- Facilities: Mike Donlin
- Personnel: Mike Anglin
- Policy: Gloria Keck and Marianne Peterka
- Technology: Andrea Fiala

The South Dakota Open Meeting Laws were reviewed by Hannah and discussed.

Hannah reported that the Hand County Commissioners approved the proposals by Zeller Construction for the wall insulation project and Dwight Gutzmer for the carpet. The commissioners chose to approve the purchase of the materials, but will wait before approving the labor costs. The project has been pushed into April at this time.

The 2023 budget financials were shared with the library board.

Hannah reported on current and upcoming programming. A movie license through SWANK will be purchased so the library can host movie programs. Upcoming is a watch party for the Sunshine Bible Academy 1st through 3rd graders who recently read the book *The Tale of Despereaux* by Kate DiCamillo. Book Club was moved to January 25th this month, and next month they are reading *The 100 Years of Lenni and Margot* by Marianne Cronin. Our next Preschool Story Time is set for February 11th at 11:45pm led by Debi Munger. SD Historical Society is offering some virtual events which land on Tuesdays this year. The board decided Hannah could offer these events if desired despite being closed normally on Tuesdays. Ideas were generated for the upcoming events: Leap Day, March Math Madness, and National Library Week. Planning will pause for Library Week which is April 7-13 when we may be installing new carpet.

Staff will be completing CPR training in February. As a public space, it is decided that we should look into the purchase of an AED. Hannah will look into grant opportunities for such equipment.

Mike Anglin made the motion with Mike Donlin seconding the approval of the December minutes and petty cash.

Marianne Peterka motioned and Gloria Keck seconded the approval of the financial report and bills.


The next library board meeting will be February 26th at 4pm.

Meeting adjourned

A & B Solutions	#(425) service contract	\$73.89
Bob's Disposal	#(428) garbage	\$21.00
City of Miller	#(428) utilities	\$447.89
Highmore Furniture/Carpetland	#(434) building improvement	\$11,824.00
Ingram	#(426)supplies	\$196.90
Venture Communications	#(428) email address/phone	\$201.32

Salary and Benefits	#(411, 412, 413, 414, 415)	\$4,936.79
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Hannah Caffee, Director

  
Andrea Fiala, Library Board Chairman

## Minutes for March 2024

The Hand County Library Board of Trustees met on March 25, 2024 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.

Hand County Library will be closed March 29th and April 1st according to Governor Noem's declaration. Hand County Library will also be closed Saturday, March 30th.

Hannah reported on summer reading plans. She attended the Jumpstart Workshop in Redfield this month. The SD Discovery Center is bringing their planetarium and presenting two programs on May 30th as the kickoff story time. We have Jeff Quinn, a magician scheduled for July 2nd, and we have a Birding kit reserved through the SD Game, Fish, and Parks for the first week of June. Hannah has noticed an increased interest in volunteering at the library. She and the board decided it would be a good idea to include initial background checks in the vetting of new volunteers.

Regular programming has continued this month with Chess club, preschool story time, winter book club, and our new stitching group. This month's special events were math related, and we had participation at the Pi Day pie making event and quilt pattern crafternoon. The Kevin Smith author visit was postponed due to weather. Working with Feeding South Dakota, Hannah has secured the courthouse assembly room for SNAP application assistance on April 25th from 2-5pm.

Hannah brought a draft of the 2023 annual report for the SD State library. The board agreed it was ready for submission.

Library staff attended and completed their first aid training this month.

The library was awarded a grant to cover partial costs of an AED for the library. After discussion, it was determined that Hannah will request the rest of the cost come from the county budget as it is a building safety item. Our new insulated walls were nearly completed at the time of the meeting. Mike Donlin will be working to secure the moving equipment required for the carpet project.

A motion was made by Gloria Keck to approve the February minutes and petty cash, Mike Donlin seconded.

Mike Anglin motioned to approve the Financial Report and bills. Marianne Peterka seconded.


The next Hand County Library Board meeting will meet Thursday, April 25th at 4pm.

A & B Solutions	#(425) service contract	\$73.89
Bob's Disposal	#(428) garbage	\$21.00
City of Miller	#(428) utilities	\$426.85
Express Companies Inc	#(434) building improvement	\$1982.40
Hannah Caffee	#(427) travel & conference	\$48.96
Midwest Fire Safety	#(425) maintenance	\$112.00
Overdrive	#(426) supplies	\$217.97
Venture Communications	#(428) email address/phone	\$206.32
Zeller Construction	#(434) building improvement	\$8,832.48
Mike Anglin	#(421) board meeting	\$24.00
Mike Donlin	#(421) board meeting	\$36.00
Andrea Fiala	#(421) board meeting	\$36.00
Gloria Keck	#(421) board meeting	\$36.00
Marianne Peterka	#(421) board meeting	\$36.00

Salary and Benefits	#(411, 412, 413, 414, 415)	\$5224.49
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Hannah Caffee, Director



Andrea Fiala, Library Board Chairman

## Minutes for April 2024

The Hand County Library Board of Trustees met on April 25, 2024 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.

Hand County Library will be closed Monday, May 27th, 2024 in observance of Memorial Day.

The director gave a report on programming coming up. Chess Club moved its weekly meetings to the elementary school during the recarpeting project. The tournament is scheduled for May 12th at 3 pm. Hannah is looking for volunteers to referee. The board discussed and decided to host a 55th Anniversary Open House on May 22nd from 3pm-6pm at the library. A logo was selected, and giveaways will be made for the event using the new logo. Summer Reading sign up begins May 29th. The SD Discovery Museum is presenting two programs for our first event on May 30th. *Tour of the Solar System* begins at 11:00, and *Greek Constellations & Mythologies* follows. May 7th Hannah will be visiting the elementary classrooms and encouraging summer reading participation.

The preliminary budget was calculated and submitted to the auditor for the 2025 fiscal year. A memorandum from the commissioners gave guidelines for increases available.

A building project update was given and board members toured the area mid-project. The insulated walls were finished and the carpet was laid. A special thanks to Mike Donlin and his crew with Donlin Construction for helping move the heavy furniture and book stacks during this project. There was discussion of how to best hang the curtains adjacent to the new walls and what furniture to prioritize for replacement. To save money, it was decided to hang temporary curtains until all windows are in need of replacements. The library board agreed that a new circulation desk would be needed soon, and our memorial funds might be used for such a purchase. Everyone is going to do some research on companies, desk features, and usability. Hannah set the date of May 1st for reopening.

Mike Anglin and Mike Donlin have term expirations on July 1, 2024. Both indicated their desire to stay on the board for another term.

The annual report was submitted to the South Dakota State Library. Mike Donlin moved to approve of the report. Gloria Keck seconded this motion.


Marianne Peterka moved to approve the March meeting minutes. Mike Donlin seconded.


Approval of the financial report and bills was so moved by Mike Anglin. Seconded by Gloria Keck.

The next library board meeting will be Thursday, May 23rd at 4:00 pm.

A & B Solutions	#(425) service contract	\$73.89
Bob's Disposal	#(428) garbage	\$21.00
Bob's Gas	#(426) propane	\$732.80
City of Miller	#(428) utilities	\$447.85
Dakota State University	#(434) building improvement	\$600.00
Highmore Furniture	#(434) building improvement	\$8600.00
Overdrive	#(426) supplies	\$356.90
Venture Communications	#(428) email address/phone	\$204.14

Salary and Benefits	#(411, 412, 413, 414, 415)	\$5327.45
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Hannah Caffee, Director

  
Andrea Fiala, Library Board Chairman