



## LIBRARY BOARD OF TRUSTEES MEETING

Meeting Minutes by Kennedy Penk

THURSDAY, MAY 21ST, 2026

12:00 PM

**Call to Order:** 12:01 pm by President Bree Hutchison

**In Attendance:** Bree Hutchison, Lenessa Keehn, JW Singer, Beverly Posey, Teri Bruce, Michael Johnson, and Kennedy Penk

**Additions or Revisions to the Agenda:** None

**Approval of Minutes:** Motion to approve April 27<sup>th</sup>, 2026, meeting minutes by Hutchison, seconded by Posey. All approved.

### Staff Reports

- **April Bill List:** Penk addressed that salaries were a little higher for April because there were three pay periods that month. Programming expenses were higher due to the purchase of supplies for the Summer Reading Program. The Summer Reading Program expenses are covered by grant funds and business donations. Grant funds will be added as a line item under revenue on the bill list going forward.
- **Director's Report:** Penk highlighted a few key points from the written director's report. April 2025 and 2026 statistics were compared. Penk discussed the library's partnership with HP for the digitizing of the oral history cassette tapes. This project will span 3 years and it was budgeted for 2026. The appropriate pages on the City of Deadwood's website were updated to include the documents for the library board meetings to comply with the Open Meeting Laws. The Black Hills Libraries will lose the courier beginning June 4<sup>th</sup>. The library has been doing some outreach with the Lead-Deadwood Elementary School. Staff has been busy with many gardening projects throughout the library and would like to have the kids help out with planting the raised garden beds. Penk applied for the Little Free Libraries grant. The LFL would be fully maintained and stocked by the library using withdrawn or donated materials. The final touches were put on the back courtyard remodel project and it is now complete.

### Discussion Items

- **Farmer's Market Spotlight:** Penk had the incorrect date in the Director's Report. The confirmed, correct date for the library to be at the Farmer's Market is Friday, August 28<sup>th</sup> 2026. Board members were asked to be in attendance, if available and help with vendor

set up. Kennedy will also be in attendance and one other staff member if the library schedule allows.

- **Technology Plan:** Penk presented a revised version of the library's 2020-2024 technology plan. The edited version showed what the library has accomplished from the plan and the current status of the technology. All patron and staff computers need to be replaced/upgraded.

### **Action Items**

- 2027 Lawrence County Libraries Funding Request: Official request was sent over to the County on May 21<sup>st</sup>. Libraries agreed to request a 5% increase from the County for 2027. Motion to approve the County request for 2027 for the Deadwood Library by Keehn, second by Johnson. All approved.

### **Policy Review**

- Computer/Internet Use Policy: Solutions to address the need for patron computers to be restored to the set image point after each reboot were discussed. Deep Freeze was presented as the best option as it also covers malicious material and wipes the computer clean after every use. Sentencing structure and verbiage changes were suggested to improve clarity. Motion to accept the recommended changes by the board for the Computer Use Policy by Keehn, second by Hutchison. All approved.

**Adjournment:** 12:45 pm motion to adjourn by Keehn, second by Johnson. All approved.

### **Comments**

**Next library board meeting: Thursday, June 25th, 2026, 12:00 pm.**