



LIBRARY BOARD OF TRUSTEES MEETING

Meeting Minutes by Kennedy Penk

THURSDAY, JUNE 25TH, 2026

12:00 PM

Call to Order: 11:57am by President Bree Hutchison

In attendance: Bree Hutchison, Lenessa Keehn, JW Singer, Beverly Posey, Teri Bruce, and Kennedy Penk

Absent: Michael Johnson

Additions or Revisions to the Agenda: None

Approval of Minutes of Previous Meeting, May 21st, 2026: Motion to approve May 21st, 2026 meeting minutes by Posey, second by Singer. All approved.

Staff Reports

- May Bill List: Penk noted the grant amounts were added to the list and that May was the last month without a budget cap for Hoopla. Penk explained how the budget cap works and its potential impact on patrons.
- Director's Report: Penk volunteered at the Black Hills Motorcycle Show as a library representative, a courier route update was given, new-to-us patron computers were donated, the director's computer needs to be replaced, staffing update, summer reading program attendance, and overall program attendance is low but not because of lack of effort from staff. The backyard space is thriving.
- Education Program Coordinator Report: Monica is busy with Summer Reading activities.
- Centennial Archives Report: Lili has been busy with research requests from patrons and visitors and continues to assist with various library projects involving the archives.

Discussion Items

- Review County Library Funding Request: County Commission met for the first 2027 budget discussion, with positive comments about the Lawrence County Libraries' funding request.

Action Items

- Permission to close early at 1 pm on Friday, July 3rd, 2026.
- Permission to close on Friday, August 21st and Saturday, August 22nd.
- Permission to close early at 3 pm on Friday, September 18th and all day (12 pm-4 pm) Saturday, September 19th.

- Motion to approve the closed dates and times as presented by Bruce, second by Keehn. All approved.

Policy Review

- Second reading of the Computer & Internet Use Policy: Under review by legal counsel, and minimal wording/grammar edits were made from first reading. Motion to approve the second reading of the Computer & Internet Use Policy with any recommended changes from legal counsel made by Hutchison and second by Singer. All approved.
- First reading of the Confidentiality & Privacy Policy: Under review by legal counsel. Keehn asked whether library staff receive training on patron confidentiality and privacy, as well as proper procedures. Penk confirmed that library staff members do receive training upon hire and throughout their employment. Parents do have access to their children's records. Singer asked what information can be accessed by law enforcement if a warrant is presented for one of the patron computers with DeepFreeze software installed. Penk will reach out to IT services at Golden West to verify whether the internet session is accessible at the firewall level with the DeepFreeze software in place, if requested by law enforcement. Motion to approve the first reading of the Confidentiality & Privacy Policy by Hutchison, second by Bruce. All approved.
- First reading of the Collection Development Policy: Policy provides guidelines as to how the director maintains the collection and includes the materials for recommendation procedures. Motion to approve the first reading of the Collection Development Policy by Hutchison and second by Posey. All approved.

Adjournment: 12:38pm motion to adjourn by Keehn and second by Bruce.

Next library board meeting: Thursday, July 16th, 2026, 12:00 pm.