Wall Community Library Board of Trustees
Special Board Meeting MINUTES
Saturday, April 18, 2026, at 9:00 a.m.
WALL COMMUNITY LIBRARY

1. The meeting was called to order by President Linda at 9:00 am.
2. The roll call consisted of Linda Hiltner, Krystle Odell-Pursley, Stuart Kitterman, Jamy Williams, Jody Denke, and Ester Johannesen. A quorum was available.
3. City Councilman Zack Hoffman joined via phone.
4. No one had a conflict of interest or abstained from voting.
5. Changes and additions to the agenda were removing 9a and 10f and old business. Jody made a motion to Approve the changes, Stuart seconded the motion. Motion carried.
6. **Agenda suggestions** to add items to this and future agenda items to comply with Open Meeting Laws and following Wall City Council meeting minutes
   a. **Public comment** (from the Wall City Council meeting agendas and minutes):

Public Comments – A time for members of the public to discuss or express concerns to the Council with any issue on or not on the agenda. Action will not be taken on the issue until it can be added to the next meeting agenda (*each person will have 3 minutes to address their concerns)*

   b. Wall City Council meeting and this section were in the January 29, 2026, Council minutes:
      - ***Public Comments****: Liliya Stone addressed the council stressing the importance of transparency and communication in the decision-making process, noting that public frustration increases when the reasoning behind decisions is unclear. She encouraged the city to more thoroughly explore alternative options and consider operational impacts.*

   c. Action following executive session — City recently added this item to their Agenda and Minutes
      - **From Wall City Council meeting minutes dated February 19, 2026**
      - *Motion by Hustead, second by Hoffmann to move into executive session at 7:53pm for the purpose of SDCL 1-25-2 (5). Motion carried.*
      - *Mayor Williams declared the meeting out of executive session at 9:14pm.*
      - *Motion by Hoffman, second by M Anderson to approve moving Public Works employee Brandon Smith to a part time position of 30 hours a week with benefits. Motion carried.*
      - *With no further business, Mayor Williams declared the meeting adjourned at 9:15pm.*

   Items 6 a-c are examples of what is done on the City agenda that we will be adding to our agenda in the future.
7. **Review and approve Minutes of Library Special Board Meeting February 11, 2026**
   Changes made to the Special Meeting minutes of February 11, 2026, in 9e it should read Junior Library Guild and initials should be JLG. Another change t make is 14b the meeting is Saturday, April 18. 2026, at 9:00 am at the Library. A motion was made by Krystle to approve the changes. A second by Jody. Motion carried
8. **Library Director's Report**
   a. 2026 Budget
      After the first three months (January through March), the 2026 budget balance of $31,180.51.
   b. Website update and Facebook account
      The website isn't up yet. A password was obtained from the State Library, but the website isn't working. Access to the Facebook account has not been achieved yet. And a new page requires a different email address. A motion was made for Krystle to contact the State Library and the City of Wall in order to link a site to the Wall City website for the WCL. We give her the independence and autonomy to start updating and building the site, but not yet go live. Motion by Jody with a second by Stuart.
   c. Summer Reading Program
      All the items for the program have been received that were ordered. Prizes include a $30.00 gift certificate from Barnes and Noble for the adult first place prize, a tablet for the middle-aged group, and a drum set for the little ones. The prizes will be given out to the ones that have read the most books. There is also a second and third prize for each group. Kickoff day is 5/29/26, it is a dinosaur theme and Ester will speak with Public Works to see if they have sand available before she buys any.
   d. Donations received by Library
      A donation of $2,145.00 was received from local townships and a grant of $250.00 for the summer reading program from Black Hills Federal Credit Union was received. Free ice cream cone coupons were obtained from the Dairy Queen.

e. Status of Library Director's certification for 2026 due on August 1, 2026
The certification of the Library Director is due every three years being due on August 1, 2026 this year. A total of 30 hours continuing educational credits is required for re-certification. And 27 are completed.

f. Other business or information to Board (No action will be taken. Item will be added to next meeting agenda.) All donated books have been processed. Some were kept and the rest are retained for our Little Free Library. The Pennington County Commission sent a letter asking for the 2027 funding request by May 15, 2026, at 5:00 PM. The budget hearings+ are scheduled for Tuesday, June 23, 2026, and Wednesday, June 24, 2026. The Library Director is available to attend on Tuesday, June 23, 2026, and an email will be sent to the Pennington County Commission requesting this date. No report on the call to the State Library to see if we need to carry a local newspaper for legal publications. This was carried forward from the February meeting, Ester will follow up.

Bank statements have been asked to be included with each regular meeting. There have been ongoing issues with the receipt of them. Esther received them from the City in Jan, Feb and March. It was previously requested that the City cc Stuart and Jamy each time they are send to Ester. Stuart and Jamy did not receive Jan, Feb or March.

Jamy will review the invoices from Stirling and do a price comparison.

9. Old business:

a. Update on setting up a Friends Group and 501c3 – Jody
Board agreed to postpone discussion

b. Set dates for working groups for the Library Strategic Plan, By-Laws and Policies
   i. Library compliance with HB1239 (minors' access to online obscene materials) and SD74 (open meeting laws): review, re-write, post in library and on governing body website
   ii. Virtual library board meeting policy review, revise, add to and update Policy Manual
   iii. Board members can call into or video/Zoom into quarterly or special meetings or working groups, when meeting is in person
   iv. Policy to include governing body members (i.e., City Council, County commissioners), and State Library members participating in Board meetings
   v. Public participation by call in?
   The Board has agreed to postpone items bi, bii, biii, biv, and bv. Jamy made a motion to create a working group for Library Strategic Plan, By-Laws, and Policies on May 20, 2026, at 5:15 pm for no more than 2 hours. Krystle seconded the motion and it carried.

c. Continue with training sessions on *South Dakota Trustee Handbook* – set dates
Trustee By-Laws will be divided amongst trustees as follows:
Jamy – Volunteer by-laws,
Jody – library use, child safety, human resources, and #7
Krystle – social media, 15, 16, 18, 19, 24, & 26 and technology
Linda – phone call/zoom participation, virtual library meeting policy, public participation
Stuart - 3 and 4
Ester – collection policy, introduction and brief history, interlibrary loan.
A motion was made by Jamy and seconded by Jody to accept the assignments with suggested changes in hand.

d. Any other old business—no action will be taken. Item will be added to next meeting agenda.
   i. Distribution of keys for the library was discussed including who should be authorized to have keys and how they are tracked. Jody Denke returned her key to Esther.

10. New business

a. 2027 Budget
The Director had made a suggested budget for 2027. A discussion was held. Jamy moved to approve for county review the 2027 budget with changes to monetary, verbiage, and spelling to be sent by email for final board approval with changes to the Board via email no later than 4/24/26. Changes include a reduction by half to the line for purchase of new books and DVD's, due in part to the hold on book purchases that went into effect at the Feb meeting for 2026. The line for travel and dues was reduced by $500 and the postage line was increased by an equal amount, as Ester will no longer be driving to Rapid for deliveries. Jody seconded. Carried.

Jody made a motion to accept Krystle's son's computer as a donation. Second by Jamy and Stuart. Carried

b. Finance Committee report and any new information on status of CD
After discussion, the CD will be renewed at the 13-month time. The estimated amount of the CD will be $42,524. Krystle made a motion and Jody seconded it. Carried.

c. South Dakota State records retention (1 yr, 7 yrs)
South Dakota state records retention is one year for meeting minutes and seven years for financial records.

d. Library computers update (current patron computers and one donated for Library Director)
One computer will be donated for the Library Director's computer. The other computers do not need to be updated at this time.

e. Interlibrary loan books pickup from and delivery to Rapid City Library
Due to budget constraints, Ester is to discontinue making bi-weekly trips to Rapid City to pickup and drop off books. Unfortunately we have exceeded our annual budget due in part by hours in excess of the 19 hours per week allocated to her position. Impact to the community was discussed. Ester will send a text to the Board every Friday letting the group know whether there are any deliveries or pickups needed. No special trips will be made and mileage will not be reimbursed. However, if a member of the group is planning to go to Rapid, all agreed that we would be willing to stop by the RCPL. Any books from WCL would need to be ready to go for pickup on Saturday morning. Anyone going to Rapid, can reply to the group via text. If no one is going, the books will need to wait until someone else goes. Discussion, no vote.

f. Create new policy for Library occupancy - This item was postponed to another meeting.

g. Status of Library Board's accreditation due in 2026
Linda says she will send in any continuing educational credit and certificates to the state by July 15, 2026. Be sure to have your information to her by that time.

h. Any new business – no action will be taken. Item will be added to next meeting agenda
Stuart made a motion to table the discussion of review about the Library Director and Assistant Director duty priorities. Krystle seconded the motion. Carried.

i. A new computer purchased and donated as a memorial for Keith Brummet. A memorial plaque was discussed. Krystle will set the computer up and move over software. Also discussed was the age and hardware in the patron computers. Krystle presented options for adding a new external hard drive rather than replacing.

11. Other Items for discussion – No action will be taken. Item will be added to next meeting agenda.
Krystle made a motion to table all of Jody's meeting questions to the June 10, 2026, meeting at 5:15 pm. Jody seconded this motion. Carried.

12. Executive Session: Motion to go into Executive Session pursuant to SDCL 1-25-2 for the purpose of discussing legal/personnel issues.
Nothing was brought up at this time.

13. Action following Executive Session (see number 6c above)
Nothing to act on.

14. NEXT MEETING or Training Session:

a. Any requests for Special Board meetings before next meeting?
May 20 – come with prepared assignments
June 10 – actionable items
July 15 – bring training logs.

b. The next Quarterly Board Meeting is scheduled for Wednesday, July 15, 2026, at 5:15 p.m. at the Library.

15. Adjourn meeting
Per Linda the meeting is adjourned at 12:17.

These minutes were reviewed and approved, with changes, at the WCL meeting on November 4, 2026.