



The Rawlins Municipal Library Board Meeting was held on Monday, January 23rd at 5:15 PM in the South Dakota Room. All board members were present for the meeting: Sarah Aker, Jill Kruger, Renae Lehman, Edward Mickelson, Chance Sumner, and City Commissioner Representative Vona Johnson. The Library Director was also in attendance. Board Member Lehman did leave around 6:00 PM for a prior commitment.

The Library Director announced a change to the agenda at the beginning of the board meeting. The Director asked the board to consider changing the cost of paid patron fees from \$35 to \$15. Edward Mickelson motioned to approve the consent calendar with the noted change from the Director. The motion was seconded by Jill Kruger.

The Director's written report to board members included a list of events and programs for February. The Director's written report included mention of \$9,600 being received from the City of Fort Pierre and the mention of staff appraisals for all staff, including the Director. The Director also let the board know about the new GFP state park passes that had recently arrived. Board member Sarah Aker asked the Director to provide the number of patrons in attendance for individual library programs for future meetings.

The Director reviewed the five year plan with the board again, but this time focused on years one through two of the five year plan. Edward Mickelson had goals to add to the five year plan including a suggested partnership with Pierre Players to host a play writing contest and working with the local museums in the community.

The financial reports were discussed, which included a wrap up of the 2022 budget. The library is still waiting for some bills to come in to see where we end up financially. The Director informed the board that she had been in contact with Twila Hight at the city about unforeseen bills. Board members Sarah Aker and Jill Kruger signed the check for the City of Pierre (check 7404) in the amount of \$534.50 to reimburse the City of Pierre for paid patron fees and copies. The library had received a Michael Albert portrait and invoice for \$142.21 but the library did not request a framed portrait from Michael Albert. Jill Kruger motioned to return the art and Renae Lehman seconded the motion.

The financial reports also included mention of the \$9,600 being received from the City of Fort Pierre and discussion about the cost of paid patron fees. The Director explained to the board that she had been in communication with the City of Pierre about the cost of the paid patron cards. Discussion was held about paid patron fees.

The library by laws were reviewed by the board. It was discussed among board members that they would like to see the budget prior to the budget being approved. The board members believe that they need to see the proposed budget to be in compliance with the library by laws. There was discussion to strike through the salaries and position portion of the by laws. The amended by laws will be sent to the board members to review at least ten days prior to the February board meeting to approve at the February meeting.

The library marketing plan was presented to the board by the Director. Discussion was held about the marketing plan and proposed changes were suggested for the marketing policy. Changes suggested to be made were as follows:

- Change the key messages of the policy to be:
 - #1. Rawlins Municipal Library provides access to free public library services to enhance literacy for all citizens.
 - #2. Rawlins Municipal Library welcomes all people to participate in all services and programs.
 - #3. Rawlins Municipal Library staff are available to help meet technological and literacy needs.



- Change the objectives for year one and two to be “20% of the gap” regarding the number of card holders.
- The goal for card holders in year three would be met with the objectives in years one and two.
- Change the subheading from “Reach out to Families” to “Reach out to Individuals and Families.”
- Change the subheading in year 2024 from “Reach out to Schools” to “Reach out to Elementary Schools.”
- Change the subheading in year 2025 from “Reach out to Schools” to “Reach out to Middle and High Schools.”
- On the last page of the marketing plan, spell out how the advertising budget would be spent and tracked. The board would like to see paid social media advertisements that can be tracked.

The motion was made by Chance Sumner to accept the marketing plan as revised and the motion was seconded by Edward Mickelson.

The proposed Collection Development policy was discussed. The Board President brought up the need to have some control to make sure historical books and/or specific types of books are not being eliminated from the collection. The board would also like to see the trends in how items are purchased and how items circulate. Suggestions were made by the board, such as advertising books that do not circulate. The Director suggested that it is possible to replace books that are not circulating with newer titles of the same type of book. The Director also explained that weeding criteria was outlined in the policy. It was decided among the board to add a portion to the Collection Development policy with the following wordage:

“Annually the Library Director will review the collection with the Rawlins Municipal Library Board of Trustees.”

Edward Mickelson made a motion to approve the Collection Development policy, with the added wordage, and Jill Kruger seconded the motion.

The final item discussed as part of new business was the \$15 paid patron cards. Discussion had been held previously during the meeting about the \$15 paid patron fee. Jill Kruger motioned to approve the \$15 paid patron fee and the motion was seconded by Vona Johnson.

Jill Kruger motioned to adjourn the meeting at 7 PM and Vona Johnson seconded the motion. The next meeting date was tentatively set for Thursday, February 23rd at 5:15 PM.

Respectfully Submitted,

A handwritten signature in black ink that reads "Abby Edwardson". The signature is written in a cursive, flowing style.

Abby Edwardson, Library Director

A handwritten signature in black ink that reads "Sarah Aker". The signature is written in a cursive, flowing style.

Sarah Aker, Board President