

Rawlins Municipal Library Board

January 28, 2019

Minutes

Action Items:

- Due to the transfer of the Ford Explorer to the Library, the Senior Outreach policy will be revised and discussed at the next meeting.
- Board will review the current Strategic Plan and compare goals to outcomes from 2018.
- The board will continue reviewing/ updating previously approved library policies at its monthly meetings.

The Rawlins Municipal Library Board held its monthly meeting on Monday, January 28th at 5:00 p.m. in the Dakota Room. Present were Matthew Reitzel, Amy Weller, Sue Douglas, Brenda Hemmelman, Renae Lehman, Jim Mehlhaff, and Library Director Robin Schrupp. Chairman Reitzel called the meeting to order. The consent calendar which included the agenda and the previous month's minutes was accepted with a motion by Hemmelman and seconded by Douglas. All approved. There were no public comments to address.

General circulation for the month of December was 9,620. A total of 1,280 eBooks were checked out; 1,481 internet/computer uses were recorded. Patron count was 10,792 which is an average of 372 patrons per day for the month (open 29 days).

January activities were: "Read to Pumpkin Pye", E-Reader tablet training session, Super Senior discount Day, Light Painting, initial Friends of the Library membership meeting (9th), Adult Coloring Club, Friends of the Library Book Sale & the Adult Winter Reading Challenge (through March 15). Storytime resumed after the holiday break/Book Sale (22nd). **February** will be Pumpkin Pye again, a Valentines Storytime, Library Legislative Day at the Capitol (12th), & SDLA Executive Board meeting will be held at Rawlins that day as well.

Librarian's Report: Statistics for 2018 are being compiled for the annual state report, and JoAnn Fischer has gathered the petty cash financials and bank statements for review. The annual list of accomplishments and events for the year at Rawlins was also completed. The Friends of the Library had its initial membership meeting on January 9th. An Executive Board was established and volunteers assisted with the Book Sale fundraiser. The next membership meeting is scheduled for April 11, 2019. The Library staff is gearing up for the Summer Reading Program. The entertainment has been scheduled and theme-oriented projects and books are being gathered to encourage reading throughout the summer. The SRP theme this year is "A Universe of Stories."

Existing Business - the financial & statistical reports were discussed and approved. *The Friends of the Rawlins Library – Pierre* January minutes were read.

New Business – The data figures for 2018 were reviewed and discussed. *The Policy on Confidentiality of Records* was reviewed and approved with minor wordsmithing. Motion for acceptance of the amended policy was made by Lehman, seconded by Weller, approved by all. Commissioner Mehlhaff reported to the group that a former city-owned police Ford Explorer will be transferred to the Library for staff use for Outreach deliveries and other local business-related errands. Therefore, the Senior Outreach policy was again tabled for revisions to that effect until the next meeting.

The meeting adjourned at 5:50 p.m. The next meeting of the Rawlins Municipal Library Board of Trustees will be held on Monday, February 25th at 5:00 p.m.

Matthew Reitzel
Board Chairman

Robin Schrupp
Library Director