

Rawlins Municipal Library Board

March 23, 2020

Minutes

The Rawlins Municipal Library Board held its monthly meeting on Monday, March 23 at 5:00 p.m. in the Dakota Room. Present were Matthew Reitzel, Renae Lehman, Amy Weller, Sue Douglas, Sarah Aker, Commissioner Representative Jim Mehlhaff and Library Director Robin Schrupp. Chairman Reitzel called the meeting to order. Board members welcomed new trustee Sarah Aker. The consent calendar which included the agenda and the previous month's minutes was accepted with a motion by Weller, and seconded by Lehman. All approved. There were no public comments to address. General circulation for the month of January was 9,803. A total of 1,535 eBooks were checked out and 1,241 internet/computer uses were recorded. Patron count was 10,236 which is an average of 353 patrons per day for the month (open 29 days). No meeting was held in February. General circulation for the month of February was 8,324. A total of 1,766 eBooks were checked out and 1,258 internet/computer uses were recorded. Patron count was 9,857 which is an average of 352 patrons per day for the month (open 28 days).

January events were: Pumpkin Pye, Storytime, Friends of the Library meeting, and Pat Weeldreyer's retirement Open House (31st). The Library was closed Jan 20 for Martin Luther King, Jr. Day. **February** events: Pumpkin Pye, Storytime, Valentine's Day program, Library Legislative Day. **March** events: There was no programming from the 16th – 31st due to the **CoVID19** outbreak, but earlier in the month we hosted the Dr. Seuss "Read Across America" Day & Pumpkin Pye. New Children's Librarian, Virginia Kaus, was able to attend the Jumpstart Summer Reading Program idea session on the 12th in Chamberlain. The "Breakfast with the Bunny" Easter program was scheduled to be held on April 4th, but programming has been cancelled due to the pandemic.

Librarian's Report - The coronavirus CoVID19 outbreak has changed a lot of things, in the world as well as locally. City offices remain open, but the public is encouraged to stay home and do their business online. The schools are closed for the foreseeable future, as well as State Offices/State Library. The YMCA and the Boys/Girls Club also shut their doors. It was for that reason that the city officials decided to also close the Library, as it would be the gathering place for all the children out of school, with a huge potential of spreading the virus. The Library closed to the public on Monday, March 16th and will remain closed indefinitely. All programming and scheduled meetings were cancelled for the remainder of the month as well as in April. Full Time staff have come to work as usual. Part Time staff were offered the option to take the time off or to come to work their shifts on weekday evenings and check in books from the drop, clean, disinfect things, shelf-read, weed, etc. And of course, if staff felt ill, they were encouraged to stay home. Public services: Library staff have been doing curbside delivery of requested items. The Library's online and digital resources have been advertised and utilized from home including eBooks, digital magazines, and all of the Library's databases including the online Gale Courses. March and April statistics will show a significant decline, and services have been reduced (physical books/audio, programs and meeting place). The Census Bureau has been using the SD Room for training sessions but further meetings were suspended until the reopening of the Library.

Friends of the Library Report: - sent in by FOTL President Brenda Hemmelman: The Friends of the Library members and staff set up for the Spring Book Sale in the SD Room on March 10th, but was only open to the public for 5 days before the shut-down. Donations totaled \$228.05 from Wednesday, March 11 to Sunday, March 15.

Existing Business – The financial & statistical reports were discussed and approved. Director Schrupp updated the board on the new personnel: Melodie Briggs and Holly Jo Butt were hired as part-time Library Assistants (weekends and evenings). Emily Chamberlain was hired as the Summer Seasonal for 2020. One position remains open at this time: Outreach Librarian.

New Business – The board discussed the proposed pandemic policy. After discussion and editing suggestions, Director

Schrupp will bring the revised policy back to the board at the next meeting for approval. The board recommended going ahead with the replacement of the skylights as planned, as the Library can no longer withstand flooding damage caused by the leaking windows. The Public Library Survey annual report is still being updated before submission.

The meeting adjourned at 5:50 p.m. The next meeting will be April 27, 2020, at 5:00 p.m. at Rawlins Library.

Matthew Reitzel
Board Chairman

Robin Schrupp
Library Director