

Rawlins Municipal Library Board

April 27, 2020

Minutes

The Rawlins Municipal Library Board held its monthly meeting on Monday, April 27 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. The consent calendar which included the agenda and the previous month's minutes was accepted with a motion by Douglas, and seconded by Lehman. All approved. There were no public comments to address. General circulation for the month of March was 7,738. A total of 1,812 eBooks were checked out and 607 internet/computer uses were recorded. Patron count was 5,590 which is an average of 372 patrons per day for the month (open 15 days). With the outbreak of the CoronaVirus (CoVid 19), the Library closed to the public on Monday, March 16. Full time staff continued to come in to work the day shift, and four part-time worked in the evenings (staggered) doing the cleaning and shelving. Staff continued to provide materials to the public by phone-in requests and curbside delivery. Staff assembled themed packets and advertised current Library services to the public, including heavier marketing of the Library's online resources (eBooks, digital magazines, databases, Gale Courses, etc.) The Library is also offering temporary free Cards to non-residents so everyone can have access to resources during these times of quarantine and shelter-in-place restrictions. The State Library resources, including the Interlibrary Loan program, have been suspended indefinitely.

March events: There was no programming from the 16th – 31st due to the CoVID19 outbreak, but earlier in the month the Library hosted the Dr. Seuss "Read Across America" Day in-house and at Oahe Development Center, & "Read to Pumpkin Pye". The "Breakfast with the Bunny" Easter program was cancelled. The Friends of the Library Book Sale and March board meeting were cancelled. **April** events: no programs scheduled. Online Storytime for Earth Day and regular Storytimes were posted on YouTube and Facebook. The Friends Book Club was cancelled. The Larsen Africa program will be rescheduled for a later date. National Library Week was highlighted in the media, but the Library was not able to do any further promotions. Library was closed April 10th for Good Friday.

Librarian's Report - Due to the continued CoVid19 outbreak restrictions, the Library will remain closed indefinitely. All programming and scheduled meetings were cancelled for April. Library work has certainly taken on a whole new aspect for information delivery. But staff members have really stepped up and are doing the utmost to provide materials and resources to patrons. The time-line for restrictions on public access is uncertain at this time, but Library Staff will continue to provide limited services, including curbside delivery of requested items and online and digital resources such as eBooks, digital magazines, and databases including the online Gale Courses.

Friends of the Library Report - FOTL President Brenda Hemmelman sent in the following report: The Friends of the Library board members met on April 13th. The book sale was cut short due to the library closing. Sara Wylie submitted the 990-N report to the IRS. Two programs are postponed indefinitely: "The African Experience" with Ann and Ray Larsen, and a program by Jeff Mammenga on his experience being a "Dances with Wolves" extra. The 2nd annual Storywalk is still tentatively on for August.

Existing Business – The financial & statistical reports were discussed and approved. Statistics have predictably decreased since the closure of the library to the public. Oahe Glass started the skylight replacement project on April 20th. New windows and frames are being installed, with project wrap-up to be on Tuesday, the 28th. The skylights are frosted and slightly tinted to keep the direct sunlight from hampering visibility while using the public computers. The city is finished installing the pedestrian crosswalk on Church Street that connects Riggs High School with the Library's south sidewalk. The Library is also replacing damaged/faded signage at the entrance

and in the staff parking lot. Lastly, the curbside landscaping that was part of the parking lot project in 2019 was completed on April 23rd with the addition of bushes, hydrangea, and decorative rock.

New Business – The board discussed a newly proposed pandemic response policy. After discussion, the policy was approved with a motion by Aker, seconded by Mehlhaff. All approved.

The meeting adjourned at 5:45 p.m. Due to the Memorial Day holiday on the 25th, the next meeting will be Monday, May 18, 2020, at 5:00 p.m. at Rawlins Library.

Matthew Reitzel
Board Chairman

Robin Schrupp
Library Director