

Rawlins Municipal Library Board

April 29, 2019

Minutes

Action Items:

- Board will review the next section of 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, April 29, at 5:00 p.m. in the Dakota Room. Present were Matthew Reitzel, Amy Weller, Brenda Hemmelman, Renae Lehman, Sue Douglas, 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 Weller and seconded by Douglas. All approved. There were no public comments to address.

General circulation for the month of March was 10,517. A total of 1,548 eBooks were checked out, 964 internet/computer uses were recorded. Patron count was 9,300 which is an average of 321 patrons per day for the month (open 29 days).

April activities were: Read to Pumpkin Pye, Super Senior Day, Adult Coloring Day (final) & Breakfast with the Bunny program. Due to the weather, the *Friends of the Rawlins Library* membership meeting was rescheduled for May 9th. National Library Week was observed with activities and special displays throughout the week of April 7-13, although the Library was closed from noon on Wednesday the 12th through Saturday morning at 10. The Library was closed April 19th in observance of Good Friday and Sunday the 21st for Easter. **May** activities so far include: Read to Pumpkin Pye, Super Senior Day, the Friends of the Rawlins Library meeting and the Sean Gaskell concert "The History & Music of the West African Kora" on the 13th.

Librarian's Report: Staff continues to prepare for the upcoming Summer Reading Program. Summer temp Sydney Larson will begin her employment at the Library on June 3rd. The Library received a Zonta Club award in the amount of \$200 for the purchase of a Jonti-Craft Illumination Light Tablet for the children's section. The 2018 Annual Report is finished and submitted. The funeral for coworker and friend Pam Templeton was held on April 11th. Several library employees were in attendance. The Library will be receiving a memorial bench for the outside entry area with an engraved plaque in her honor, donated by her friends and family.

Existing Business - the financial & statistical reports were discussed and approved. The summer events schedule was reviewed. The board again discussed the necessity of adding a connecting sidewalk on the west side to comply with our Emergency evacuation procedures. Also discussed was the status of the planned parking lot re-design for the summer of 2019.

New Business – The *Website Link Policy* was discussed and approved with minor changes, with a motion by Hemmelman, seconded by Douglas and accepted by all. The Board then discussed Goal 4.1 of the current Strategic Plan. Schrupp will revise the plan to date, eliminating items accomplished and adding new goals for future development. Board members will continue with the discussion at the next meeting, beginning with Goal 4.2.

The meeting adjourned at 5:51 p.m. In deference to Memorial Day which falls on the regularly scheduled meeting day, the May meeting of the Rawlins Municipal Library Board of Trustees will be held on the third Monday, the 20th at 5:00 p.m.

Matthew Reitzel
Board Chairman

Robin Schrupp
Library Director