

Rawlins Municipal Library Board

May 18, 2020

Minutes

The Rawlins Municipal Library Board held its monthly meeting on Monday, May 18th at 5:00 p.m. in the Dakota Room. Present were Matthew Reitzel, Renae Lehman, Amy Weller, Sue Douglas, Sarah Aker and Library Director Robin Schrupp. Commissioner Representative Jim Mehlhaff was absent. 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 Weller. All approved. There were no public comments to address.

General circulation for the month of April was 3,635. A total of 2,137 eBooks were checked out and 0 internet/computer uses were recorded. Physical patron count was 0 as with the outbreak of the Coronavirus, the Library has been closed to the public since Monday, March 16. Full time staff continued to come in to work the day shift, and 4 part-time work in the evenings (staggered) doing the cleaning and shelving. Staff continue to provide materials to the public by phone-in requests and curbside delivery. Library personnel assembled themed packets and advertised these services to the public, including heavier marketing of the Library's online resources (eBooks, digital magazines, databases, Gale Courses, etc.) Temporary free Library Cards continue to be offered to non-residents so everyone can have access to library resources during these times of quarantine and shelter-in-place restrictions. The State Library resources, including Interlibrary Loan services, have been unavailable since the first week in March.

April events: no programs scheduled. Ginny Kaus offered virtual Storytimes for Earth Day, Germs, and Bedtime Stories. JoAnn Fischer presented a virtual visit from the Easter Bunny and the Library gave out Easter bags with books and goodies. Discard books continue to be given away on carts at the outside entry to the library. The Library will continue to offer virtual programming, including Summer Reading Program as it develops. No events have been scheduled for the remainder of **May** or the month of **June** at this time.

Librarian's Report - The Library is utilizing summer rec. seasonal help to assist with the Summer Reading Program. The program will be in a "pick up" format with Reading Logs, books, activity sheets, and crafts available by curbside pick-up only. The SRP "Bubble/Science Show" originally scheduled for June 4th was cancelled. All city departments have been advised to reduce non-essential spending. Therefore the library has cut down on book purchases, programming and general supplies, and has cancelled summer events. Unsurprisingly, expenditures on disinfecting supplies such as wipes, disinfectant spray, rags, hand sanitizer, face masks has increased. Schrupp is checking into installing protective sneezescreens at the circulation desk.

Existing Business – The financial & statistical reports were discussed and approved. Statistics have predictably decreased since the closure of the library to the public, but curbside delivery and digital checkouts remain steady.

New Business – Director Schrupp updated the board on a recent plumbing issue which may have to be addressed in the future. Also in the works is a Fines Forgiveness promotion, to be held June 7-13. The board then discussed the proposed *CoVid-19 Library Building Reopening: Phased Plan* draft. Several modifications were recommended. Schrupp will re-draft the Plan and send to board members upon city administration approval.

The meeting adjourned at 5:55 p.m. The next meeting will be Monday, June 29th, 2020, at 5:00 p.m. at Rawlins Library.

Matthew Reitzel
Board Chairman

Robin Schrupp
Library Director