

Rawlins Municipal Library Board

June 22, 2020

MINUTES

The Rawlins Municipal Library Board held its monthly meeting on Monday, June 22nd at 5:00 p.m. in the Dakota Room. Present were Matthew Reitzel, Sue Douglas, Sarah Aker and Library Director Robin Schrupp. Renae Lehman, Amy Weller, and Commissioner Representative Jim Mehlhaff were absent. Chairman Reitzel called the meeting to order. The consent calendar which included the agenda and the previous month's minutes were reviewed and will be approved at the July meeting when a full board is present. There were no public comments to address.

General circulation for the month of May during CoVid was 3,169 (normal circulation during any given month ranges from 8,000-10,000). A total of 2,407 eBooks were checked out and 0 internet/computer uses were recorded. Physical patron count was 0 as with the outbreak of the CoronaVirus (CoVid 19), the Library has been closed to the public since Monday, March 16. Usage statistics since the closing are:

- Curbside checkout of physical items – 7,813
 - eBooks (consortium and Advantage) – 6,884
 - RB Digital (EMagazines) - 231
 - Newsbank (online newspapers) - 962
- TOTAL Checkouts from 3/15 to 6/17 = 15,890

Librarian's Report - Full time staff continue 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. Staff 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.) We are continuing to offer temporary free Library Cards to non-residents so everyone can have access to our resources during these times of quarantine and restrictions. The State Library resources have been unavailable since the first week in March, but have partially reopened as of June 2nd. ILL is once again available.

No events were held in **May** or **June**, and nothing has been scheduled for the month of **July** at this time. The Summer Reading Program has been going very well, considering the circumstances. Read-Squared was finally implemented at the state level, so the majority of our registrations were done online. The number of participants is 225. The bags have been distributed weekly with Reading Logs, books, activity sheets, and crafts available by curbside pick-up only. The teen program with Johann Twiss and the SRP "Bubble/Science Show" originally scheduled for June 3rd-4th were cancelled. The Joey Leone Jazz Band has also cancelled for July.

A soft opening (Phase 2) is planned for early July. Disinfecting supplies, sanitizer, distancing signage, theater roping, and Plexiglas barriers have been purchased in order to open safely to the public. The Library sponsored a Fines Forgiveness Week from June 7-13. The library has not been charging overdue fines throughout the pandemic, and in essence, has waived \$8,900 in potential fines during this time. Staff have also been automatically renewing expired patrons' cards during the closing so they can continue to use Library resources, until they can come in and personally renew after the reopening.

Current repair issues include a plumbing problem with the public restrooms pipes, and the replacement of the underground sprinkler system surrounding the Library. Flooding is still occurring near the drainage pump on the north side.

The Friends of the Library meetings have been cancelled or minimized during the pandemic, but a brief meeting is scheduled for July 6th at the Library. Discussion is being held for the 2nd Annual Storywalk at Hilgers Gulch, tentatively scheduled for August 12th. This group has donated \$250 for CoVid related supplies, and they also planted flowers in the large planters by the entry. Once again, the Prairie Wranglers 4-H Club is managing the flowerbed around the entry sign.

The protest for "Black Lives Matter" arrived in Pierre on June 2nd and although it turned out to be peaceful, thanks to our wonderful law enforcement and national guard members, some initial threats were made on social media against the library and other educational facilities. That afternoon at 4 p.m., the staff was advised to go home and be safe and the night shift did not come in.

Budget time has begun, and department heads are working first on the 5-year plan, then will continue using the Open Gov. software to develop the 2021 general budget. Directors and Commissioners will meet several times in June-July to develop and finalize those budget proposals.

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. Abby Edwardson has finished the update of the Procedures Manual to reflect current practices.

New Business – The board reviewed the new hires. Also discussed was the revised version of the *CoVid-19 Library Building Reopening: Phased Plan*. After some dialogue, those present voted to accept the policy with the recommendation to set a maximum patron limit of 40 at one time, at the discretion of the Library Staff, during Phase 2. The motion was made by Douglas and seconded by Aker.

The meeting adjourned at 6:05 p.m. The next meeting will be Monday, July 27, 2020, at 5:00 p.m. at Rawlins Library.

Matthew Reitzel
Board Chairman

Robin Schrupp
Library Director