

## Rawlins Municipal Library Board

July 22, 2019

### Minutes

#### Action Items:

- Reitzel and Schrupp will draft a letter regarding organizational interest in the flagpole.
- 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, July 22, at 5:00 p.m. in the Dakota Room. Present were Matthew Reitzel, Amy Weller, Brenda Hemmelman, Renae Lehman, Sue Douglas, 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 Weller and seconded by Douglas. All approved. There were no public comments to address.

General circulation for the month of June was 11,101. A total of 1,589 eBooks were checked out, 1,028 internet/computer uses were recorded. Patron count was 9,252 which is an average of 308 patrons per day for the month (open 30 days).

**July** events were Pumpkin Pye, teens movie and pool party, the Joey Leone Jazz and Blues Show, Friends of the Library meeting, Storytime at Ft. Pierre Farmer's Market, and the David Fischer "Jumprope Warrior" performance and Teen Pool Party to wrap up the Summer Reading Program. **August** events include: The American Girls program, Pumpkin Pye, Branch Out for staff, and the FOTL StoryWalk and Book Sale.

Librarian's Report - The directional signs on Harrison/Church St. and on Highland/Church St. have been installed. The Joey Leone Jazz performance was excellent and well-attended. Children's Librarian Pat Weeldreyer presented a Storytime and craft at the Ft. Pierre Farmer's Market on July 16<sup>th</sup>. The Friends of the Library is planning two fundraisers for the month of August. SDSL Electronic Librarian David Bradford completed a library space study for Rawlins and provided some helpful suggestions. The Ft. Pierre City Council met on July 15<sup>th</sup> to consider outside agency budget requests, including Rawlins Library. The city's 2020 budget proposal process is also currently underway.

Friends of the Library Report: FOTL President Brenda Hemmelman updated board members on the Book Sale & StoryWalk fundraisers in August.

Existing Business – The financial & statistical reports were discussed and approved. In accordance with the approved Internet Use Agreement, board members reviewed the informal audit numbers provided by Electronic Resources Librarian Kerry Bowers and verified registration numbers as required in the policy. The flagpole project was briefly discussed; Reitzel and Schrupp will draft a request letter before the next board meeting.

New Business – Director Schrupp presented the proposed figures for the 2020 budget. Budget meetings will be held throughout the month of August with the final department proposals accepted by the commission in September. The discussion and revision of Goal 4.3 in the Strategic Plan was completed. The entire Strategic Plan has now been updated and the final copy will be available for approval at the August meeting. A brief discussion was also held in regard to the potential hosting of a blood drive at the Library. Chairman Reitzel will check into the requirements of securing such an event.

The meeting adjourned at 6:21 p.m. The next meeting of the Rawlins Municipal Library Board of Trustees will be held Monday, August 26<sup>th</sup> at 5:00 p.m.

Matthew Reitzel  
Board Chairman

Robin Schrupp  
Library Director