

Rawlins Municipal Library Board

September 23, 2019

Minutes

Action Items:

- Board will continue discussion regarding blood drive, summer concert series, and potential date for staff/board meet & greet session.
- 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, Sept. 23, at 5:00 p.m. in the Dakota Room. Present were Matthew Reitzel, Brenda Hemmelman, Renae Lehman, Sue Douglas, Commissioner Representative Jim Mehlhaff and Library Director Robin Schrupp. Amy Weller 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 Hemmelman. All approved. There were no public comments to address. General circulation for the month of August was 11,545. A total of 1,783 eBooks were checked out and 1,643 internet/computer uses were recorded. Patron count was 13,125 which is an average of 423 patrons per day for the month (open 31 days).

September events were: Pumpkin Pye, SDSL Open Forum, Judy Ulvestad's Retirement Open House, Pizza Ranch Fundraiser & Storytime resuming its normal schedule. **October** events will be: Hank Harris concert (2nd), Pumpkin Pye (5th), Senior Day (7th), Friends of the Library meeting (10th), and a children's Halloween program on the 26th.

Librarian's Report - September was a busy month. Storytime resumed after the wrap-up of the Summer Reading Program which showed good attendance. Servicemaster was here on the 5th to once again clean the carpet after rain leaked in during a storm the first week in August. Sept 5th was also the Bid Opening for the Parking Lot project, and the SDSL Open Forum was held at 7 pm. Judy Ulvestad's Open House retirement party was held on the 20th in the SD Room. Audrey Christensen's last day as a Library Assistant was the 19th. ASRL Conference in Vermont was very good. The sessions are geared towards smaller libraries (less than 50,000 population) so nearly every session was relevant. SDLA is being held in Spearfish this year, September 25th-27th.

Friends of the Library Report: FOTL President Brenda Hemmelman updated board members on the very successful Book Sale which wrapped up the first week in September. The next Friends board meeting will be Oct 10th, with the general membership meeting to be held in November. The Friends would like to organize another fundraiser sometime during October-November. November marks the time for annual membership renewals so the FOTL secretary will work on getting those notifications out.

Existing Business – The financial & statistical reports were discussed and approved. The letter requesting financial assistance from various service organizations for the purpose of erecting a new flagpole has been sent out. Chairman Reitzel commented on the progress of that proposal, further discussion to be held at October meeting. A construction bid was accepted by the Pierre Commission for the Rawlins Parking lot project. Work is slated to begin Sept 24th. A change order was also approved for the resurfacing of the entry concrete. A tree removal service was hired to take down the damaged evergreen on the south lawn and relocate the three new trees from the boulevard to that location. Lastly, Schrupp reminded board members of the upcoming Pizza Ranch Fundraiser on the 24th with proceeds benefitting children's programming at the library.

New Business –Ulvestad's retirement and Christensen's resignation have created open positions at the library. Interviews have been conducted and Abby Edwardson was hired to replace Ulvestad as Circulation Manager. Applications are open for Edwardson's position as Adult Outreach Librarian (20 hours/week) as well as a Library Assistant position (part-time evenings/weekends). When all new staff are in place, the board thought it was a good idea to have a "meet and greet" session for board members and staff members can get to know each other better. Possible dates for this event will be discussed with staff, and suggestions sent to the board. The idea of having a blood drive was discussed. Reitzel has done some ground work and it would be an outreach event for the library. Another idea was to have the Friends group run with it, so Hemmelman will bring it to the Friends Board at the Oct. 10th meeting. A few suggestions were made regarding hosting a Summer Concert series next summer. More discussion to follow.

The meeting adjourned at 5:50 p.m. The next meeting of the Rawlins Municipal Library Board of Trustees will be held Monday, October 28th at 5:00 p.m.

Matthew Reitzel
Board Chairman

Robin Schrupp
Library Director