

Rawlins Municipal Library Board

October 28, 2019

Minutes

Action Items:

- Board will finalize dates for Staff/Board Christmas party and brainstorming session.
- Board will be assisting in the search for a replacement for member Brenda Hemmelman who is terming out.
- Board will review and update job description for Children's Librarian position.
- Board will continue reviewing/ updating previously approved library policies at its monthly meetings.

The Rawlins Municipal Library Board held its monthly meeting on Monday, October 28, at 5:00 p.m. in the Dakota Room. Present were Matthew Reitzel, Renae Lehman, Sue Douglas, Commissioner Representative Jim Mehlhaff and Library Director Robin Schrupp. Amy Weller and Brenda Hemmelman were 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 Mehlhaff. All approved. There were no public comments to address. General circulation for the month of September was 10,505. A total of 1,619 eBooks were checked out and 1,552 internet/computer uses were recorded. Patron count was 10,968 which is an average of 378 patrons per day for the month (open 29 days).

October events were: Hank Harris concert (2nd), Pumpkin Pye (5th), Senior Day (7th), Adult Coloring Club (12th), Friends of the Library meeting (10th), and a children's "Halloween Hullabaloo" program (26th). The Library is also giving out treat bags to children who "Trick or Treat" in their costumes at the Library on the 31st. Two sessions of "Ask a Librarian about Technology" were hosted by Kerry Bowers, the 17th and 24th. The Library was closed for "Native Americans Day" on the 14th. **November** events will be: Pumpkin Pye, Super Senior Day, SDSL Performer's Showcase (for Summer Reading Program planning), Friends of the Library Full Membership meeting (14th), Library tree decorating at the Capitol plus a children's Thanksgiving program (23rd), and a "Food for Fines" Week (25-27). The Library will be closed Nov. 11th for Veterans Day and 28th for Thanksgiving Day as well as Friday (29th).

Librarian's Report - October kept the staff busy with the construction chaos as well as children's programming. Construction began on September 24th and was completed October 11th. Striping and landscaping still need to be done. Hank Harris gave a musical concert on the 2nd with over 70 people attending. SDLA Annual Conference was held in Spearfish Sept 24-27, and as always, had many interesting and educational sessions. Our own Brenda Hemmelman came home with the Librarian of the Year Award for 2019! Adult Coloring Club resumed after summer programming ended. A 3-day blizzard hit on the 10th and a city-wide power outage originating at the Ash substation resulted in the Library closing at 7 pm on the 17th. Abby Edwardson began her full-time duties as Circulation Manager and Brianna Schumacher was hired for the Adult Services/Outreach Librarian position (20 hours/week) and will begin her duties on Nov. 1st. Courtney Freng and Samantha Hynes were hired as part time Library Assistants (evenings and weekends) and began October 23rd. Library staff have translated the Rawlins Library informational brochure into a Spanish version to fill a need in our community and school system. The Library is sponsoring a "Food for Fines" Week Nov. 25-27. Patrons may eliminate outstanding fines by bringing in a non-perishable food item which will then be donated to PARS for distribution to those in need in our community.

Friends of the Library Report: The board reviewed the written report submitted by FOTL President Brenda Hemmelman. The Friends met October 17th. Items of business were: proposed revision of the bylaws to be voted on by the general membership on Nov. 14th; blood drive was tabled for now; clay pot raffle fundraiser planned for Nov. 15-Dec. 16.

Existing Business – The financial & statistical reports were discussed and approved. Director Schrupp updated the board on the progress of the parking lot construction. The main work was completed October 11th. A local landscaping business was hired to plant bushes and perennials, as well as place a decorative rock border in the three open areas by the handicap ramps. The parking lot will be striped and curbs painted before mid-November. The board then reviewed the final approved 2020 budget numbers, noting the amount allowed for the replacement of the skylight windows.

New Business – The board discussed possible dates for the Staff/Board Christmas party as well as a brainstorming session between board and staff members to discuss future needs and aspirations for Rawlins Library. Final dates will be set after staff input. Rawlins Library was again chosen to beautify the Capitol with a Christmas tree. The 2019 theme is *Hometown Christmas*. Finally, the board reviewed the “Citizen’s Request for Reconsideration of Materials and Displays Policy.” Several minor revisions were recommended, after which the policy was approved with a motion by Mehlhaff, seconded by Lehman, and accepted by all.

The meeting adjourned at 6:05 p.m. The next meeting of the Rawlins Municipal Library Board of Trustees will be held Monday, November 25th at 5:00 p.m.

Matthew Reitzel
Board Chairman

Robin Schrupp
Library Director