

## Rawlins Municipal Library Board

November 30, 2020

### MINUTES

The Rawlins Municipal Library Board held its monthly meeting on Monday, November 30 at 5:00 p.m. in the South Dakota Room. Present were Amy Weller, Sue Douglas, Sara Aker, Jill Kruger, Commissioner Representative Jim Mehlhaff, and Library Director Robin Schrupp. Renae Lehman arrived a bit later for the meeting. President Weller called the meeting to order. The consent calendar which included the agenda and the October minutes were reviewed. One agenda item was added to New Business. A motion for acceptance was made by Douglas, seconded by Aker, & approved by all. There were no public comments to address.

General circulation for the month of October was 6,480 (still in Phase 3). A total of 2,036 eBooks were checked out and 397 internet/computer uses were recorded. Physical patron count was 1,980; open 30 days, average of 66/day.

Librarian's Report -. The Library remains in Phase 3 with regular hours in place. Restrictions include face-masks, social distancing, meeting room and programming limitations, and unattended children are not allowed. / The staff continues to provide curbside service, which has been well received. Foot traffic is light, especially during the evening hours; little change is expected until library services are fully restored. The patrons that do venture out and use the library in person have commented on how well things have been handled and organized for their safety and enjoyment of the facility. / Staff appraisals were completed this month and turned in to HR. / The city awarded all city employees with a bonus, thanking them for their continued service during the pandemic / The library's security camera system and the internet were malfunctioning the second week in November. A bad unit on the camera system was replaced and a new router was installed for the internet. Eventually all staff computers will be linked to the city server. / Brian Hovland was hired as PT library assistant.

The Friends of the Library report – The *Friends of Rawlins Library* held its annual membership meeting Nov. 16<sup>th</sup>. The FOL has managed to hold two book sales during the year, as well as the annual Storywalk and the clay pot fundraiser. Ideas for future events were discussed.

Upcoming Activities Report: Children's programming will include a virtual holiday storytime on Dec. 1 and an Elf on the Shelf promotion. The children's librarian will be on leave until January 5<sup>th</sup> and in-person storytime will resume at that time. There will be no Staff/Board in-person Christmas party this year, due to CoVid restrictions.

Existing Business – The financial & statistical reports were discussed and approved.

New Business– The Library will be closed Nov. 26-27 for the Thanksgiving holiday, and Dec. 24-25 for Christmas. UPDATE: Some of the organizations that were offered a spot for a Christmas tree at the Capitol have declined, so the Library was asked to put up a tree once again. The Rawlins Library tree was decorated on Saturday the 21<sup>st</sup> and will be taken down the weekend after Christmas. / Nominations were then taken for the position of Vice-President. A motion was made by Douglas, seconded by Kruger to appoint Sara Aker as VP. Motion was approved by all members.

The meeting adjourned at 5:45 p.m. The next meeting will be Monday, December 28, 2020, at 5:00 p.m.  
@ Rawlins Library.

Amy Weller  
Board President

Robin Schrupp  
Library Director