

## Rawlins Municipal Library Board

June 24, 2019

### Minutes

#### Action Items:

- Board will review the random audit report regarding Internet registration as per the *Internet Use Policy*.
- Board will review draft letter regarding organizational interest in the flagpole.
- Board will review the next section of the current Strategic Plan and compare goals to outcomes from 2018.
- 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, June 24, at 5:00 p.m. in the Dakota Room. Present were Matthew Reitzel, Amy Weller, Brenda Hemmelman, Renae Lehman, Commissioner Representative Jim Mehlhaff and Library Director Robin Schrupp. Sue Douglas 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 Weller and seconded by Hemmelman. All approved. There were no public comments to address.

General circulation for the month of May was 11,091. A total of 1,495 eBooks were checked out, and 1,063 internet/computer uses were recorded. Patron count was 9,002 which is an average of 300 patrons per day for the month (open 30 days).

**June** events included the launch of the Elementary and Teen Summer Reading Programs and the Jay & Leslie Cady Juggling workshop and show. **July** events to date are Read to Pumpkin Pye, Teens movie and pool party, the Joey Leone Jazz and Blues Show, Friends of the Library meeting, and the David Fischer "Jumprope Warrior" performance to wrap up the Summer Reading Program on July 25<sup>th</sup>. The American Girls program is the first week in August.

#### Librarian's Report:

The water in the staff parking lot is still pooling. A new pump has been ordered. The curb and electrical box have not yet been repaired. The June 19 storm caused flooding in the parking lot as well as in the main library. A cleaning service was notified and vacuumed up the water and muddy clay with little to no damage to the carpet; however, this problem will need to be addressed in the future. The memorial bench in honor of Pam Templeton has arrived and was placed near the entrance. A booth for the teen area was installed and the couch relocated to the children's department. The Library received the surplus 2013 Ford Explorer from the Police Department. Staff has enjoyed being able to have a library vehicle for errands and deliveries. Four Rawlins staff members will be attending SDLA Branch Out which is a one-day mini conference to learn tips and skills associated with support staff personnel. It will be held at the State Library on August 14.

Friends of the Library Report: FOTL President Brenda Hemmelman noted the upcoming Friends meeting on July 11<sup>th</sup> as well as the Booksale & StoryWalk fundraisers in August.

Existing Business – The financial & statistical reports were discussed and approved. The petty cash funds were transferred to the Library General Account for the previously approved purchase of the Avigilon Security System. Installation is scheduled to begin at the end of July. Also revisited was the necessity of adding the sidewalk to the west side of the building to connect the emergency exit ramp with the existing sidewalk. This is a project that is essential to the safety and security of library patrons. The sidewalk will be constructed in conjunction with the parking lot modifications.

New Business – An upgrade to the current flagpole including proper lighting, etc. at the Library entrance was discussed. Chairman Reitzel will draft a letter to determine local service organizations' interest in sponsoring an upgrade or a new pole. The existing flagpole was erected in 2002. Also discussed was the current in-house patron computer configuration and the possibility of gradually eliminating some of the desktops and replacing them with iPads or tablets to make the best use of the Library's limited space. The board then reviewed the *Internet Use Policy* which was approved with a minor

amendment. The motion for approval was made by Mehlhaff, seconded by Lehman and accepted by all. Director Schrupp will request an informal audit from Electronic Resources Librarian Kerry Bowers to verify Internet Agreement registration numbers as required in the policy. The findings will be discussed at the July meeting. The discussion of Goal 4.3 in the Strategic Plan was postponed until the next meeting.

The meeting adjourned at 6:10 p.m. The next meeting of the Rawlins Municipal Library Board of Trustees will be held on Monday, July 22<sup>nd</sup> at 5:00 p.m.

Matthew Reitzel  
Board Chairman

Robin Schrupp  
Library Director