



The Rawlins Library Board Meeting was held Monday, August 30, 2022 at 5:15 PM in the South Dakota Room. Amy Weller, Renae Lehman, Sarah Aker, Commissioner Representative Vona Johnson, and Library Director Abby Edwardson were in attendance. Sarah Aker motioned to approve the agenda and Renae Lehman seconded the motion. Amy Weller motioned to approve the minutes and Sarah Aker and Renae Lehman both seconded the motion. The Director's Report was given to the board and provided details on the fall lineup at Rawlins Library. Statistical reports and financial reports were also provided to the board.

The circulation policy was reviewed in detail, following up with where the board left off at the August meeting. There were a couple of details left to fill in on the policy. One of the main details discussed was when an item would be considered "lost" in the system. It was decided among the board that any item will be considered "lost" after 60 days. Language was added to the circulation limit portion of the policy that states, "There will be a limit of 20 total items that can be checked out at one time per patron, or a maximum of 50 items per family regardless of the material type. Items can be renewed two times unless another patron is waiting for the item." Sarah Aker motioned to approve the circulation policy and Renae Lehman seconded the motion.

Next up in the meeting was review of a new library policy called Privacy of Patron Information Policy. The policy spells out what information the library will keep on file (i.e. name, address, phone number, date of birth, etc.) and for how long patron information will be kept on file. Rawlins Library will keep patron history on file for one year and then it will be permanently purged from the system. Expired patron library cards and all information associated with the expired card will be permanently deleted after five years of inactivity. Sarah Aker motioned to approve the policy and Vona Johnson seconded the motion.

The next library board meeting will be held on Monday, September 26th at 5:15 PM in the South Dakota Room. The meeting was adjourned at 6:05 PM.

Respectfully Submitted,

Abby Edwardson
Library Director

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Amy Weller
Library Board President

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