

Rolfe Public Library Board Meeting October 17, 2018

Board Members Present: Nancy, Mary, Sherri and Lori
Librarians: Terri and Casandra Friends: Dee Pederson

Nancy called the meeting to order. Minutes from the previous meeting had been emailed; reading of the minutes has been suspended. There are two additions: (1st) According to the City Ordinance the City Treasurer is the Library Board treasurer; the Friends questioned how De can be the president of our Board if she is already the treasurer; the Board responded that the City Clerk is our treasurer, and feels that the City Treasurer is not a member of City Council. Terri will follow up with Angie to see what is correct. (2nd) The public also attended the meeting because of Board/Personnel issues. Mary made a motion to approve the minutes with these additions, Sherri seconded, motion carried.

Casandra questioned why the library is closed on Thursday if she is here for the Children's programs; she had seven patrons stop in that she did not turn away. The Board explained that they wanted her to be able to focus on the children without interruptions. Casandra stated that she felt she needed time with the public. The Board reminded her that she was hired to be the Children's Librarian and that she hadn't been doing programs; we need these programs to meet the State Standards. Casandra commented that we had cut the Friday programs because we were over budget, and asked why we didn't say something a year and a half ago. The Board responded that we had only agreed that we would stop showing movies. Terri stated that she is happy with the hours, but if Casandra isn't then maybe we should redistribute them, suggested being closed on Wednesday afternoon instead. The Board commented that the new hours hadn't be published so patrons did not know that the library was closed; once they know they will readjust when they come to the library, and if someone does come in she can still take care of them. We will continue to try these new hours until the first of the year.

The Librarian's report was given 851 people visited the library; 106 books and 150 non-print items (with corrections from email) were checked out, and 13 meetings were held. We borrowed 12 books from the SILO program and loaned out 3. There were 22 audio book and 27 eBooks downloaded from Bridges. We have received the first half of our County funding \$5,541.50, this is up a little over \$100.00; \$200/yr. The final bills have been paid for the grant purchase; we went over \$289.45 which was posted to the Library Levy account. There is no update to the balance of our special donation account. Terri commented that the Play-A-Ways are not included; she will check and email us the numbers. Mary made a motion to accept the librarian's monthly report with the Play-A-Ways addition, Sherri seconded, motion carried. (email update: Playaways = 5)

The children and Casandra shared how to use the audio books at the last Farmers Market, Sept. 27. It was a pretty soft crowd so we will do this again next year earlier in the season. Eleven children attended the After School Program on Sept. 20th. Corinne taught the children about monarch butterflies. On Thursday, Oct. 4 nine children helped the Hometown Pride group plant trees. On Oct. 11 Casandra reviewed the library rules; they talked about autumn, read a book, and then walked around town looking for things fall related. Mary shared an art project idea on how to make an autumn tree. Casandra may give it a try. Tomorrow, Oct. 18th Corinne returns for the After School Program, the theme will be pumpkins.

Terri shared the prices she found to renew our magazines using Amazon; most are quite a bit lower. The Board agreed that she could order online, Terri will contact Popular Subscription Service. Terri also asked if she could stop getting the Book List

Magazine; it is a book review that she uses to order new books, but it has gotten so expensive and there a lot of reviews online that she can use. The Board agreed that she can try going without it.

Terri has contacted Bonnie about the questions that we had. We had questioned the Standard on braille; Bonnie said the best way is to go through the Department of the Blind, and also to put it on our website. Bonnie stated that there are not many Planned Employee Orientation forms so Terri created one. Lori had questioned something she read about SILO providing DNS, email and web hosting sources. Bonnie explained that our web hosting service is our PLOW website, there is no data base. De had some concerns on copyrighted pictures; Bonnie didn't see a problem with them, but suggested we contact Mandy Easter if we are still concerned. Bonnie also said that our phone message can be simplified and to state to check our website for details. We must complete one of four items on the ADA checklist to meet Standard #80; we will review at home and discuss whether or not we meet any at our next meeting.

The Friends are planning to host a book signing for Carmella Schultes. She has written a book, "Isabelle's Upstairs Coffee Shop" and has donated a copy to the library. Terri was thinking about doing it in the evening. We discussed how we had one for Ruth on the same day as the hometown Christmas, but not quite sure how that will work now that the hometown Christmas is in the Community Center and Santa comes to the library. There was quite a crowd last year and we don't want to take away from the book signing. The Friends will pick a day after seeing what works for Carmella.

Terri attended a meeting in Storm Lake October 16th the topic was on "The Edge". The State Library is urging everyone to do this. Terri needs to complete a 156 questionnaire that measures our library in technology provided compared to other libraries in our pier group. After the data has been submitted we will be given suggestions for improvement and then we need to pick three to five to work on. Terri is not sure if we will benefit much from it, Lori suggested that we use it to develop our next 5 Year Goal. Terri agreed that this would make great use of all of the time she will have put into filling out the questionnaire. The Board agreed to meet after Terri receives the suggestions to help pick out which ones to hone in on.

Terri commented that she hasn't changed the policy on our hours; she questions being open from 6:00 to 8:00 on the third Monday, she is concerned with the public interrupting the Friends meetings and the Book Discussion. The Board agreed to handle those hours like Tuesday morning. Bonnie has sent Terri three good examples of Internet Usage policies; Terri will email them to us to review and we will create one at our next meeting. Terri also has a good example of a Confidentiality policy from one of her classes that she will send. Terri commented that the job descriptions have been added to the policies.

The Pocahontas Co Grant applications are due November 16th. The Board discussed working on a creating a Teen Space. Terri commented that on last year's grant award certificate it is worded as teen space instead of children's area. The Board agreed that we should word this year as Teen and if questioned we can show them our grant application. Angela from Perfect Touch is scheduled to come and paint late November. After a brief discussion it was decided to contact her and see if we could reschedule for some time in January. Then we can ask for paint, furniture and décor on the grant. Nancy suggested that we ask some of the teens what they would like. Terri questioned moving their books to that area, too. Possibly purchase a new book case for them and use the old one for more adult books. Terri will look through books to see what is available.

We still need someone to remove the countertop and tack strip on the north wall. Terri will contact John Witt to see if he can do the job.

Terri has been told that the Bank charges a flat \$3.00 fee to send a fax; she wonders if we should do the same. After a brief discussion Lori made a motion to charge a flat rate of \$3.00, Mary seconded, motion carried.

It was mentioned in a Monday Morning Eye Opener that some libraries are offering Geri-Fit classes for older adults. It requires the use of two sturdy chairs per participant. The State has the classes available for use to use. It is a 12 week program and they would meet twice a week. Nancy asked if there were any fees for using the program and is concerned that we do not have any hours left in our budget. Terri will get more info and we will discuss it more at our next meeting.

Fonda is hosting the County Library meeting on Nov. 7. The meeting will cover the ins and outs about Gale. We will meet at the library at 4:30.

Nancy shared information about a webinar she did on do it yourself Escape Rooms; there are many different types. We could offer it throughout the day during Greater Rolfe Days, do one as a teen activity or offer it as a May term in conjunction with our library. She would like to have us purchase a lock kit to use as a guide and offered to have her son help us organize one. The Board agreed to add this to our grant application.

Mary handed in her resignation from the library board as of January 1, 2019. Mary's replacement can either reside in the city or rural area and should be a male. The term for the replacement would end July 1, 2023. Terri read through a list of male patrons. She will talk with some of them and see if they are interested. Nancy commented that De's term will end June 30, we will need to see what her plans are, but should keep another person in mind to fill that spot.

Nancy handed out the Director Evaluation form. We will do these at home and send them to Nancy so she can compile them into one. Nancy will share the final evaluation with Terri.

Meeting adjourned, next regular meeting November 21?, 5:00pm.

Library Board Education:

Board members read the Monday Morning Eye Opener 15 min.; Oct. 3x's & Sept. 1x's.
Nancy shared information that she learned about "Escape Rooms" 10 min.