

Rolfe Public Library Board Meeting June 12, 2019

Board Members Present: Nancy, Rob, Sherri, Lori and De Librarians: Terri

Nancy called the meeting to order. Minutes from the previous meeting had been emailed; Board review individually. De made a motion to approve the minutes, Sherri seconded, motion carried.

Librarian's Report:

- 1,043 people visited the library
- 132 books and 87 non-print items were checked out
- SILO – borrowed 5; loaned 11
- 29 meetings
- BRIDGES – 25 audio books, 15 EBooks, 3 magazines, no video movies
- Balance of \$4,436.59 in Special Donation account (004-410-6507)
- Lori made a motion to accept the librarian's report; De seconded; motion carried

Old Business:

- Need to have our Technology Fair; How to use BRIDGES, iPads, OPAC, Play-A-Ways and Brainfuse; Bonnie is willing to demo Bridges, may do online if at night; Bill from Atrium will be available in the Fall to do the demo on OPAC, Terri will talk to Bill to see if he still plans to come to Rolfe as he will be in Perry on September 19
- Planning for Results/Five Year Strategic Plan current one expires August 2020, use Edge results
- The computers from NW are up and running; bill came as quoted \$3,471.24, took four hours to set up; computers cost will be split between account 001-410-6515 and 004-410-6507 (\$1,735.62)
- Demco workstation not very sturdy and is now falling apart; Demco will credit us the amount, need to watch that account 004-410-6507 gets credited ; Office Element rep, Ryan, is looking into finding one similar to what we have
- A Brainfuse link will be added to our Website, Terri needs to learn more about it
- Need to ask Parks and Rec Board if they would like the magnetic white board for the Community Center, did not meet in June; Needs to be removed from Sindergard Seed, Terri will contact other Libraries in the County, Laurens school and area daycares or pre-schools
- 3600 Color Printer can only be used on some of the computers
- Board reviewed the policy for the iPad, Terri will add a letter head that includes our name, address and phone number, she will change the "&" to "and" and hi-lite some parts; De made a motion to approve iPad Checkout as amended, Sherri seconded, Rob questioned if the iPad should leave the Library, we will try it with just one; motion carried
- Need to have Nook and Kindle out like iPads for patrons to see, try using them for Book Discussion, download the book for the patron; encourage use in place of SILO
- Terri has contacted the State Library to sign up for Gale Resources, begins July 1st for fiscal year
- Sandy Behrendsen has been accepted by City Council/Mayor to be a Board member, Terri will submit to Angie for background check

Comments from Terri:

- Terri received an email from the State Library, we are a Tier 3 fully accredited library until February 2022; nothing was mentioned about the restroom needing updates
- The Library will be showing the old Rolfe Films on the television during the morning on Saturday for Greater Rolfe Days
- There is now Edge 2, supposed to be better this time; Terri will talk to Marie Harms about our action plan
- Terri encouraged the Board to keep up our Continuing Education, she created a sheet to record our hours
- We will be having an adult summer reading program, patrons will sign up for prizes as they read books; Prizes are: gift certificate for manicure or pedicure donated by Becky Ives, mug with books on it, and a plant donated by Sarah Munson

Friends of the Library:

- Corinne came on June 5, 10:00am, this was her final program for the Friends, coffee was in her honor, she was presented with a gift
- June 12th, today, Author Robin Mary Allen shared her book, House on Godwit
- Friends will be serving rolls for Greater Rolfe Days; 9:00 to 11:00

Children's Programming:

- Twenty children signed up for Summer Reading Program on May 31st, Space: A Universe of Stories; the children each chose a stuffed animal as their Library reading buddy, RAM donated ice cream cones for prizes
- June 3rd twenty-one children learned about the solar system
- The children will read to their "buddie" on Monday and Friday morning; Wednesday morning will be out front with special guests "Lucy and Kola"
- The Children will have a food stand on the Thursday's of Farmers Market; they will serve a drink and dessert, renamed to go with the SRP theme
- Ruth Agle will be painting a face board with an alien and astronaut
- Casandra has been working on creating a "spaceship" for the GRD parade, the children will be dressed like aliens
- Extension Office will provide "10 Dash"
- Outer Space Odyssey Program by the Science Center, July 24 at 10:30am

Other Items:

- Set up for book sale on Thursday, July 11, at 3:00pm
- Book sale will start at 9:00 on Saturday, suggested donations will be the same as last year; Terri will get change 3-\$5, 25-\$1 and a roll of quarters
- Discussed showing a movie during GRD, decided to wait and do a "family night" later on; our license expires this December
- De was informed by Angie that Terri's vacation and sick leave are over for the fiscal year; Angie wasn't keeping track and when she added them up she discovered that the vacation time was over by 5 hours and sick leave by 4; Terri has been keeping track at home, she will check what she has written down; after a brief discussion Nancy made a motion to have the PTO just start over the new Fiscal Year, 40 hours vacation and 10 hours sick leave, Rob seconded, motion carried.
- Policy on Vacation to be updated to include current hours

Need to vote on new officers July meeting. Current terms are:

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| Lori Pedersen, Secretary | term expires July 1, 2020 |
| Sherri Cahill | term expires July 1, 2021 |
| Nancy Duitscher, President | term expires July 1, 2022 |
| Rob Jackson | term expires July 1, 2023 |
| Sandy Behrendsen | term expires July 1, 2024 |

Meeting adjourned, next regular meeting July 24, 5:00pm.

Library Board Education:

Board members read the Monday Morning Eye Opener 12 min.; May 2x's & June 2x's