

Rolfe Public Library Board Meeting February 20, 2019

Board Members Present: Nancy, Sherri, Lori and Rob

Librarian: Terri

Nancy called the meeting to order. Nancy welcomed Rob Jackson as our new Board Member. Rob will finish out Mary's term, July 1, 2023. Minutes from the previous meeting had been emailed; reading of the minutes has been suspended. Lori questioned the comment on Geri-Fit hours, when the program was presented we were told that it is a 12 week program. Terri stated that the group would like for the class to continue. Maybe take a break during the summer and start up again in September. Sherri made a motion to approve the minutes, Lori seconded, motion carried.

Old Business:

- Policies on Internet Usage and Confidentiality were emailed with the updates
- Need to complete the purchase of two computers and one work station for the adult area using the donated money from Shared Ministry; will wait on the desk chairs
- Items listed on the grant application need to be ordered
- Terri handed out an updated monthly report for December which includes the gift from Sally Kish
- Libraries will receive a 5% increase FY 2019/2020
- Rob passed his background check
- Mary has chosen "The Road Home" by Richard Paul Evens, available in May
- Where should we put the magnetic white board; hallway entrance or community center; magnetics would be a better way to hang up posters; Lori will talk to Angie about hallway

Librarian's Report:

- 679 people visited the library; closed 4 days for bad weather
- 109 books and 100 non-print items were checked out
- SILO – borrowed 10; loaned 3
- 15 meetings
- BRIDGES – 34 audio books, 12 EBooks, 4 magazines, no video movies; people may not be aware that they are available
- Lori questioned Personalized Painting by Kay; Dr. Seuss lettering in entrance
- Lori made a motion to accept the librarian's report; Sherri seconded; motion carried

Northwest Communications:

- Terri will contact them on our speed to meet accreditation
- Bill is higher, has managed services fee \$4 per computer virus protection, also includes the telephone with long distance

ADA Checklist:

- Four items may need fixed
- Brail sign needs to be on the wall since the doors do not remain closed; \$14.95 + \$4.95 postage for two signs
- Hooks in the handicap stall is installed too high; \$3.99 pair
- Handicap stall needs door pull on the inside; \$2.99 each
- Flush lever in women's is on the inside close to the wall instead of the open side
- Lori will discuss this with Angie, and have her present it to City Council

Smart Shield Protection:

- iPads need protection
- Board agreed to purchase Smart Shield protection for them

E-Rate

- Current internet is free
- May need to apply if we need to increase our speed to meet accreditation
- Board questions if they are now adding funding for virus protection, Terri will check

Brainfuse & STEM Scale-up Programs

- Board agreed to add the Link for Brainfuse to our website; patrons will be able to source products
- STEM programs have grants available; due March 4; Lori will look at the website and share with Terri what is required

Planning for Results/Five Year Strategic Plan:

- Need to have our Technology Fair; How to use BRIDGES, iPads, OPAC, Play-A-Ways and Brainfuse
- Date for Tech Fair; Saturday morning or afternoon? Weekday evening? ask Bonnie to demo BRIDGES; APRIL
- Will need to create a new plan soon (this fall?)
- Use Edge results; Terri has not heard back from them, she will look into it

Smart TV:

- Rams Event Center would like to donate a 60" Smart TV to the library
- Board agreed to accept; Terri will contact Al Sroufe
- Mount it on the North wall
- Nancy will contact Kevin Kerns about wiring
- Rob suggested that we post our upcoming events/announcements/services on the TV as a screen saver slide show

Comments from Terri:

- Weeding average this period 2.7%; State rounds up so we just made our 3%; Terri commented that there is still a set of encyclopedias in the closet; Board approved to remove them; also music CD's
- Bridges Letter of Agreement was faxed on 2/1/19 for FY2020; invoice will be due in August
- Kay from Personalized Paintings hand painted the Dr. Seuss quote on the entrance wall
- Move the computers out of the bench area over to the half wall over by the Children's area; need to check on the wiring/computer lines; need an outlet; question expense if short term since we won't be replacing those computers; Nancy will talk to Kevin about this, too.
- Terri requested purchasing a new Librarians chair; Board approved
- Lori made a motion to approve the Accreditation Application, Sherri seconded, motion carried

Friends of the Library:

- Corinne – Valentine's Day program; made cards, bookmarks, heart shaped paper baskets; Feb. 6; eleven people attended
- Terri commented that Corinne is retiring this summer
- Program: Culinary Arts at the Community Center; Sunday, April 7 at 2:00pm

Children's Programing:

- After-School program about snow, Thursday, Jan. 17, with Corinne, 13 children attended.
- Martin Luther King, Jan. 24, 6 people attended.
- Frostbite, Jan. 31, 5 children attended.
- After-School program, Feb. 7, Valentine's Day, Corinne & Lisa, 12 attended
- Terri is concerned that the number of children coming on Thursday has dropped off, she wonders if the children are too tired for the programs; Board agreed to have some Thursdays just be playing board games, etc.
- Space Odyssey has been scheduled for the SRP, we are sharing with Laurens
- Terri will talk to Casandra about booking the Science Center for the SRP
- Lori will talk to Casandra about booking her nephew's drones for SRP

Salary Budget:

- Casandra is working on Tuesday morning for two hours in place of Terri(3 hrs); Terri is only cleaning every other week; snow days will decrease hours
- Terri questions if we need 20 hours for SMR for Accreditation, Lori commented that she budgets 20 hours not that it is required; extending last year's SMR into this FY will affect hours available
- Maybe need to record librarians hours per job instead of per person, better reflects budget

Meeting adjourned, next regular meeting March 20, 5:00pm.

Library Board Education:

Board members read the Monday Morning Eye Opener 25 min.; Jan. 3x's & Feb. 3x's.