

## Rolfe Public Library Board Meeting January 19, 2022

**Board Members Present: Sandy, John, Frankie**

**Librarian(s): Amy**

Nancy was unable to attend due to a family emergency, but with Sandy, John and Frankie, there was still a quorum, with Sandy presiding. Sandy called the meeting to order.

There was no December meeting due to inclement weather for the originally planned meeting and lack of quorum for the rescheduled meeting. The Board reviewed minutes from previous meeting on November 10, 2021. Frankie motioned to approve the minutes and John seconded it. All in favor, none opposed. Motion carried.

Board reviewed the monthly Librarian's Reports for both December and January. John motioned to approve both of the Librarian's Reports and Frankie seconded it. All in favor, none opposed. Motion carried.

### **December Librarian's Report:**

- 367 People visited the Library
- 172 print, 91 non-print
- 14 Rolfe requests to SILO, and 8 SILO requests to Rolfe
- 19 Meetings
- BRIDGES: 41 Audio, 9 eBooks, 2 magazines

### **January Librarian's Report:**

- 351 People visited the Library
- 110 print, 56 non-print
- 5 Rolfe requests to SILO, and 8 SILO requests to Rolfe
- 12 Meetings
- BRIDGES: 34 Audio, 10 eBooks, 5 magazines

### **Business:**

- **5-Year Plan:** Amy has typed up the 5-Year Plan that the Board has come up with over the past few months. The Board reviewed it. There were a few minor corrections to be made. Amy will fix these and bring it back to the Board next month. Amy and Frankie discussed the Health Fair on the 5-Year Plan. It was decided that the first Health Fair would take place on Wednesday, February 16<sup>th</sup> at 9:00 AM, just before and possibly during Coffee Hour. Future dates that were considered were in May and September.
- **New Board Member:** The board discussed Phyllis Milligan joining the board. Sandy said that she had contacted Phyllis and she seemed interested, but had not spoken with her and could not get in touch with her again regarding it. So the board called Phyllis during the meeting to ask if she was still interested, she said that she was, but just not right now. The board decided to keep Phyllis in mind if another position opened up. Then they discussed other possible board members. It was decided that Sandy will talk to Marilee Kleespies to see if she was interested in joining the board. All board members were in agreement that if Marilee says yes, she is interested, that her name be submitted to City Council for approval. It was also discussed that Nancy's term ends in June and to keep thinking of others to take Nancy's place in July.
- **Librarian Position:** Amy talked to Bonnie about hire Becky Ives as a temporary librarian. Bonnie said it was fine, as long as the City was okay with it as well. Bonnie also stated that if the position were to become permanent, it would be better to try to find

someone else to fill the permanent position. On 12/16, Casandra let Amy know that she was ready to start coming back to the library and would be willing to host all the morning meetings and activities (Geri-Fit, Bible Study, and Coffee Hour) for now. The Board was fine with Casandra coming back to the library, but questioned why she was not willing to continue with children's programming. The board felt that since Casandra's official position with the library is as the children's librarian, that she should be doing the children's programming. They asked Amy to speak with Casandra about what precautions or accommodations she would like put in place in order to continue children's programming. Amy also requested a pay raise. The board agreed that Amy did deserve a pay raise for always going above and beyond what was asked of her. The board agreed to pay Amy \$15 an hour as long as the budget allowed for it. Amy's pay raise will be discussed further and voted on at the next board meeting, after considering the library's budget. The board decided that Casandra would not get a raise, unless she resumed her children's librarian duties, then the possibility of a raise could be discussed.

- **Accreditation:** The online accreditation form became available on December 10<sup>th</sup> and Amy has been working on it since then. It is almost completed. She just needs to find documentation for a few more items and upload a few documents and get the signature sheet signed by Nancy. Then it should be ready to send in!
- **Children's Programming Update:** There were no children's programs in the month of December. On January 13<sup>th</sup>, James came in and taught the kids about hibernation. There were 6 kids and 2 adults in attendance. There are several future dates with James in the upcoming months. In May, it was discussed to possibly take the kids to Sunset Ridge/Pond Park to learn about fish and go fishing.

John motioned for meeting to be adjourned, Frankie seconded. Motion carried.  
Next library board meeting will be February 16, 2021 at 5:00 PM.

Board Continuing Education:

Monday Morning Eye Opener - 3 in November, 4 in December, and 3 in January.