

## Rolfe Public Library Board Meeting May 18, 2022

**Board Members Present:** Nancy, John, Frankie, Marilee

**Librarian(s):** Amy, Casandra

Nancy called the meeting to order.

The Board reviewed minutes from previous meeting on April 13, 2022. Marilee motioned to approve the minutes and John seconded it. All in favor, none opposed. Motion carried.

Board reviewed the monthly Librarian's Report. Frankie motioned to approve the Librarian's Report and John seconded it. All in favor, none opposed. Motion carried.

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

- 522 People visited the Library
- 222 print, 95 non-print
- 11 Rolfe requests to SILO, and 3 SILO requests to Rolfe
- 21 Meetings
- BRIDGES: 24 Audio, 7 eBooks, 0 magazines

### **Business:**

- **New Board Member:** A new board member is needed before July. Nancy's last meeting will be in June. Frankie spoke with Gina Sandvig and she was not interested in joining the board. Sandy was going to contact Donna Ricklefs and Sharon Bengé. Sandy was not present, so it isn't known whether either of them was interested. Amy will contact Terri Kipfer and Julie Lancaster to see if either of them are interested in joining the board.
- **5-Year Planning:** It was decided that we will add a mental health education program to our 5-year plan by July of 2027. Amy will update the 5-year plan and the board will review and vote on the updated plan at the next meeting.
- **Library Director Review:** Nancy gave Amy her review. It was discussed where to keep library director evaluations. All board members agreed that it should be kept in an employee file at City Hall, so if there is an issue with the library director in the future, the library director won't have access to the files. It will be added into the library policy and reviewed and voted on at the next meeting.
- **Greater Rolfe Days:** Amy informed the board that the Friends of the Library had decided not to do their Coffee & Rolls on Saturday morning. The board discussed whether or not to do the book sale this year. It was also discussed whether the board would like to host the Coffee & Rolls at the Library this year. Frankie motioned to keep the book sale and for the Library Board to host the Coffee & Rolls. John seconded it. All in favor, none opposed. Motion carried. It was discussed where the Coffee & Rolls money should be donated. John motioned that money earned from Coffee & Rolls will go to Children's Programming for the Summer Reading Program. Frankie seconded it. All in favor, none opposed. Motion carried. It was decided that we would set up for the book sale at 3:00 PM on Friday, July 8. For the Coffee & Rolls, each board member would donate a pan of rolls. Set up for Coffee & Rolls would be at 8:30 AM on Saturday, July 9.
- **RAGBRAI:** Angie at City Hall had talked with Amy about being closed all day on Tuesday, July 26, when RAGBRAI goes through town. City Hall will be closed that day. The board discussed that it would probably be in the best interest. Frankie motioned to close the library all day on Tuesday, July 26, 2022. John seconded it. All in favor, none opposed. Motion carried.
- **Continuing Education:** Library Board members are required to have 3-5 hours of continuing education per year according to State Library Standards. The Monday Morning Eye Opener emails from Bonnie count towards 15 minutes of continuing education. In the past the library board members had each been in charge of doing their own continuing education and making sure they got their 3-5 hours. It was discussed if we would like to keep it that way, or if the board would like to schedule some continuing education into our board meetings. All board members agreed that they would like it to be scheduled during meetings rather than to complete it on their own. It was discussed if librarians are supposed to be mandatory reporters and should take mandatory reporter training classes, since they

work closely with children. Amy will check in with Bonnie to see if that is something that we need to do. If so, we will add it into our policy. It was also discussed to create a calendar for board members about certain things that must be done at certain meetings, such as reviewing policies in October, reviewing the budget in November. It was also discussed that in years where a new board member is needed, it should be decided on in March.

- **Children's Programming Update:** Casandra updated the board on children's programming. The Easter party was a huge success! Over 40 people came to the library after the Easter Egg Hunt at the golf course, around 13 children participated in the Easter craft. For the Easter craft, Casandra made dough Easter egg ornaments that the children got to paint and decorate. James was unable to visit in April. He did come last week on May 12<sup>th</sup> for his final visit, as he is moving away. James brought in the bearded dragon from the Conservation Office. Casandra had a "good-bye party" for James that day as well. She made and frosted cupcakes that the children decorated with Oreo crumbs for "dirt"; red, yellow, and orange Skittles for "fire"; pretzel sticks for "firewood"; and marshmallows on toothpicks for "roasting" on the "fire". There were 12 children that participated. Casandra has also been working on the Summer Reading Program. The theme this year is "Read Beyond the Beaten Path". There will be programs every Wednesday throughout the month of June. County Conservation has hired a replacement for James and Casandra will reach out to her next week to see if she would be able to come on any of our program dates.

#### **Agenda for Next Meeting:**

- Discuss new board members; discuss updates to the 5-Year Plan; discuss policies concerning director reviews, mandatory reporter, and board of trustees; discuss more on Greater Rolfe Days, how much and what everyone will bring, rolls, juice, water, etc.

Frankie motioned for meeting to be adjourned, John seconded. Motion carried.

Next library board meeting will be on Wednesday, June 8th, 2022 at 5:00 PM.

#### **Board Continuing Education:**

Monday Morning Eye Opener - 2 in April and 3 in May