

Rolfe Public Library Board Meeting June 17, 2020

Board Members Present: Nancy, Lori, John, Sherri and Sandy Librarians: Penny

Nancy called the meeting to order. Minutes from the previous meeting had been emailed; and Board reviewed individually. Approved without corrections.

No Librarian's Report due to Casandra's absence.

Old Business:

- Cleaning position was posted for 2 weeks. Motion made to hire Cheryl; approved. Penny hired back as temporary librarian while Casandra on leave.
- Plans to re-open:
 - Need to purchase hand sanitizer and pumps. (Follow-up: Monday morning eye opener mentioned kits being sent to all libraries.)
 - Post plan on Facebook and in RBI newsletter. Post on TV. Post "Check website" on sign in front of Library.
 - Install plexiglass shield at desk. Nancy will talk to John Witt and see if he is willing to do the work. Dimensions: 1 ft depth x 60" wide (minimum 48") x 36" high; sit flush on counter; patrons will pass books from west side of circulation desk which measured 6 ft from librarian work area.
 - Mark floor with duct tape to indicate 6 feet from west side of circulation desk.
 - Face masks are encouraged. This statement will be added to posted rules notice.
 - Hand sanitizer on 1st table after entrance and at circulation desk. Penny will place a sign on the table with the hand sanitizer requesting patrons "Please use sanitizer before browsing". Lori and Nancy have pump bottles that can be used if the ones in kit are not sufficient.
 - Returned books held out of circulation for 24 hours.
 - Children's area is closed except to select a book; no toys or games
 - Signage that persons with symptoms not enter.
 - Bathrooms must be open if public allowed in Library, but not advertised.
 - Time limit 30 minutes. Adult patrons working on computers can be extended at Librarian's discretion. Librarian is authorized to use her discretion as circumstances warrant.
 - Number of people in library will be limited to 6 patrons.
 - No iPads until Board approves. Request patrons refrain from using personal devices such as phones while inside Library due to the germs on phones.
 - No group meeting until Board decision to allow.
 - Update sign with hours for Temporary hours with no Wednesday morning hours until Casandra returns. These hours were included to allow for meetings. New hours must include 20 hours required for Tier 1 accreditation.
- English as a second language i.e.: ESL program funded by Pocahontas County Grant postponed due to COVID-19. Lori will contact Wendy Panbecker regarding delay in Rolfe grant usage. (Follow-up: Wendy was contacted and says this is not unusual. We can use the grant money later but we cannot apply for a new grant until we have completed this one.)
- Technology Fair: How to use BRIDGES, iPads, OPAC, Play-A-Ways and Brainfuse.
- We need to have a policy on volunteers (criteria might be as simple as recommendation of Board member or City Council member). Is a background check required? Only if working with children? Does city have any requirements? If volunteer is used might only allow patrons to check out book and leave, children required to be accompanied by an adult? Sandy and Nancy volunteered to help, if needed, and have had the background check required for Board members.
- Planning for Results/Five Year Strategic Plan current one expires Aug. 2020 need to include patron input, possibly through Survey Monkey and post on Facebook and other Social Media Survey:/ post invitation to give input on Facebook/Sarah Munson. Suggestion for Plan include sending Postcards during National Library Week or giving bookmarks with Library hours, having

an Idea Box in Library; suggest Library newspaper announcement inform patrons of a few services available to patrons each week. Need to get Gale operational. Everyone should write service responses that might be appropriate for survey (to be discussed), so a poll can be posted. Nancy will look into how to update website.

New Business:

- Penny will contact Glenda Mulder in Laurens for list of books for the county-wide Spanish-language media grant. Money has to be spent by June 30.
- Penny checked with Bonnie McKewon: cancelled Board meetings due to COVID-19 will not affect accreditation.

Children's Programming:

- Summer Reading Program "Imagine Your Story"
 - Reading program will be Reading Incentive gift certificate for treat at Heartland. Toys and prizes are not recommended. Lori will talk to Shannon about treats.
 - Coupon will be given for every 10 books read.

Meeting adjourned, next regular meeting is July 15th, 5:00pm

Library Board Education:

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