

## Rolfe Public Library Board Meeting January 15, 2018

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

De called the meeting to order. Minutes from the previous meeting had been emailed; reading of the minutes has been suspended. Sherri made a motion to approve the minutes as emailed, Nancy seconded, motion carried.

The Librarian's report was given 556 people visited the library; 108 books and 82 non-print items were checked out, and 6 meetings were held. We borrowed 7 books from the SILO program and loaned out 3. There were 28 audio book and 8 eBooks downloaded from Bridges. Lori suggested that we post on Facebook how to use Bridges. Terri will work on this. The balance of our special donation account is at \$4,452.23. De shared the bid she received from NW Communications for two new computers, \$2,577.50 with a three year warranty. This is quite a bit higher than expected. After a brief discussion the Board agreed to get a new quote on just one basic computer for use in the adult area; and a desktop for the Librarian's with more ram to allow Atrium to run faster; then the old Librarian's computer could be cleaned and used in the adult area. Nancy made a motion to accept the librarian's monthly report, Sherri seconded, motion carried.

De attended one of the Bible Study meetings and spoke to them about the importance of confidentiality and why we must remain in front of the Librarians desk. The group welcomed Terri or Casandra to attend their meetings, De stated they would need to pay them for their time, the group agreed to continue as they are. The members in charge for Bible Study: Linda Hood and Mel Duitscher; Friends: Sharalyn Hansen and Joanne Winthers. De is still working on the wording for the Confidentiality Policy; we will address this more at our next meeting.

De handed out the updated and new pages on our policies. Each Board member present updated their book, adding the new pages. Terri commented that she would like us to change how the Holiday section on page 4 is handled. Currently if a Holiday falls on Sunday the Director receives three hours of holiday pay, no additional time off. Terri would like the holiday to fall back to Saturday and have the Library closed on Saturday. Lori will work on the wording and present it at our next meeting for approval.

Board members filled out the form for the background checks, cost is \$15 each. De will turn them in to Angie to be submitted.

Lori commented that she gave Angie our proposed budget for 2018-19. She explained to Angie that we were increasing our Salaries amount by \$500, but decreasing both Books and DVD's by \$250 each so we were not asking for any additional money. Angie was going to use it at the upcoming Budget workshop.

The Pocahontas County Foundation has approved a grant in the amount of \$2,250 for "Fonziba Drums" to perform all the Libraries in the county. They will be visiting Rolfe on Saturday, June 16<sup>th</sup> at 2:30; Casandra will reserve the Community Center.

Our Library has been awarded \$3,539 from the Pocahontas County Foundation. De questioned what all we requested since the amount seems higher than expected. We had agreed in October to request funds for purchasing: three sets of Magna-Tiles, Dash & Dot Educator, three small bean bag chairs, a small (preschool) children's table and iPads. Terri handed De the application listing everything that was requested. De noted that they had added paint and a mural for the children's' area. Terri replied that they were surprised we received the money for it. De stressed that these items had not been approved by the Board and as a City entity things needed to be documented with Board approval. Casandra commented that they thought the Children's area needed

more. De stressed again that it had not gotten Board approval. Further discussion was tabled.

Terri handed out our three Jobs Descriptions; Library Director, Librarian and Children's Librarian. All three had some minor changes that needed to be made. Corrections will be made and we will approve at our next meeting.

Becky Ives has contacted the Library about a time capsule that was found in the Rams Event Center. It is from Eden Spencer's class. She wondered if we wanted to keep it in the Library. After a brief discussion the Board agreed that it could be displayed in the display cabinet, especially during Greater Rolfe Days, but it needs to be stored elsewhere.

Terri requested that we consider purchasing a patron counter that would attach to the door. The Board would like more information before making a decision. Terri will look in to how much they cost and how they operate.

Tomorrow morning is the county library meeting with the County Board of Supervisors. Lola Dewall has prepared a brochure to present to them showing the total county budget of our libraries. She will be asking them to consider giving us a 5% increase. Then each Librarian will share how their Library will use the funds. Terri questioned if she should mention salaries. After a brief discussion the Board agreed to say salaries, but also include postage, books, and general expenses, as all of these have increased.

Meeting adjourned, next regular meeting February 21, 5:00pm.