

Rolfe Public Library Board Meeting September 19, 2018

Board Members Present: De, Nancy, Mary, 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. Mary made a motion to approve the minutes, Sherri seconded, motion carried.

There was no meeting in August so De started the meeting with August's info: The Librarian's report was given 642 people visited the library; 139 books and 163 non-print items were checked out, and 10 meetings were held. We borrowed 2 books from the SILO program and loaned out 8. There were 26 audio book and 24 eBooks downloaded from Bridges. The total cost to frame the Lion and Tiger prints was \$134.00. The balance of our special donation account is at \$2,704.59. Mary made a motion to accept the librarian's monthly report, Nancy seconded, motion carried.

Twenty children participated in Summer Reading Bingo. Kennedy Cooper won the grand prize, a Fonziba drum set. The children are enjoying the new area rug. De suggested to Casandra to teach the children how to download eBooks from BRIDGES to the iPads as a children's program. There are many levels of books, AR, picture, etc. Casandra will check into it.

Terry Ives came in for more training. Terri feels she is ready to fill in. The Board suggested that she fill in some time for a practice run while Terri is around.

The Board asked Terri several questions on the standards. De commented that there are still some items on the website that need to be removed and changed. Terri commented that they cannot get some things to delete, even with the help from PLOW. Terri added that she gets emails from them when it has been awhile since she has done any updating. Lori questioned if our new phone still is stating our hours; Terri will check and see that it does. We need to create a policy on Internet Usage. Lori commented that we need to document our "Board Education" better. We also need to evaluate the Director annually so we will do that next meeting. The Board needs to review the ADA Accessibility Checklist at our next meeting. The Board continued through the 38 Non-tier Standards; we pass 26 of them, only needed 20.

Members of the Friends, Bible Study and general public attended to express their concerns about the availability of the Library since there is not a separate meeting room. Lori shared information from the Iowa Library Trustee's Handbook; Pg. 40 *Library Boards should take every precaution to guard the confidentiality of library customers;* Pg. 48 *The Library Board is charged with responsibility for the library, including meeting rooms. The major decision to be made in this area is whether to allow meeting rooms to be used for library programs only or to open them up to community groups. . . . This means that if a library room is open to one public group it MUST be open to all public groups. The library board may make rules on the times that the meeting room can be used, how much may be charged for the room use and the manner or use of the facility, but not which group can use it if it is open to public groups.* Pg. 50 *Although the Director is responsible for the management of the library, the Board retains ultimate responsibility.* Pg. 2 *The Library Director may suggest or draft policies. It is the Board that actually adopts the policies. Once a policy is adopted, the Director and Staff carry it out as they operate the library.* She also reminded the Friends that when they started Karen Kerns was the Director and she attended everything, so all of the policies were being enforced. De Pederson shared some information that she had. After much open discussion the Board assured everyone that they had been working on a solution that involves changing some of the library hours.

Terri has contacted NW Communications about over-charging for our anti-virus. They have been billing us for eight computers and we only have seven. De will check our next billing to see if it has been corrected.

Our new officers will be: President, Nancy Duitscher; Vice-President, De Sindergard; Secretary, Lori Pedersen.

The Librarian's report was given 897 people visited the library; 145 books and 136 non-print items were checked out, and 11 meetings were held. We borrowed 17 books from the SILO program and loaned out 12. There were 31 audio book and 16 eBooks downloaded from Bridges. We have received a donation of \$175 from the City of Bradgate. The balance of our special donation account is at \$2,704.59. Mary made a motion to accept the librarian's monthly report, Nancy seconded, motion carried.

The After School programs with Corinne Peterson will begin on Sept. 20.

Corinne will also come on October 10, at 2:00 to do a program on honey bees. She will show us how the honey is made and harvested. Everyone will be able to make a beeswax candle.

It is time to renew our magazine subscriptions. Our renewal cost will be \$456.18. We have \$850 in our budget. BRIDGES will be included in this.

Fonda is hosting the County Library meeting on Nov. 7. The meeting will cover the ins and outs about Gale. The Board agreed to attend as a group.

The Board reviewed the policy on hours open and meetings. After a short discussion it was agreed to try these new hours: Monday 1:00-6:00pm, except 4th Monday 3:00-8:00pm; Tuesday 2:00-5:00pm with added Director's hours 9:00am-Noon; Wednesday 9:00am-Noon 2:00-5:00pm; Thursday Closed, Children's Programing 3:00-5:00pm; Friday 2:00-5:00pm; Saturday 9:00am-Noon. These hours will start in October. De will create new signs and work on the policy wording for our next meeting. Terri stated she was happy with these hours and thinks it will be a good compromise.

Meeting adjourned, next regular meeting October 17, 5:00pm.

Library Board Education:

Board members read the Monday Morning Eye Opener 30 min.; Sept. 3x's & Aug 4x's.