

## Rolfe Public Library Board Meeting May 15, 2019

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

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

### Librarian's Report:

- 722 people visited the library
- 80 books and 105 non-print items were checked out
- SILO – borrowed 4; loaned 7
- 25 meetings
- BRIDGES – 44 audio books, 14 EBooks, 3 magazines, no video movies
- Balance of \$6,172.21 in Special Donation account (004-410-6507)
- Second half of county funding came, \$5,541.50
- De made a motion to accept the librarian's report; Lori seconded; motion carried

### Old Business:

- Need to have our Technology Fair; How to use BRIDGES, iPads, OPAC, Play-A-Ways and Brainfuse; Bonnie is willing to demo Bridges, Bill from Atrium will be available in the Fall to do the demo on OPAC
- Planning for Results/Five Year Strategic Plan current one expires August 2020, use Edge results
- Nancy shared the Edge results, may not be much help for our strategic planning as many items are debatable depending on how they are interpreted; they encourage Engaging the Community, next plan will include a brochure giving steps on how to use Atrium, Bridges and Gale; also, add website links to our current brochure; Nancy will look through the "Level 1" attributes to see if there is anything for us to do; Terri will contact Marie, the lady from the Edge, to ask if there is something we are not seeing in the data; Organizationally management, better way to train new Board Members; keep a running list of Board Members continuing education
- NW quote for two computers \$3,471.24; Nancy shared details; Window 10, Microsoft Office; \$900 service fee will be cut in half for us; De made a motion to purchase two new computers for the adult patrons, Sherri seconded, motion carried; computers cost will be split between account 001-410-6515 and 004-410-6507; Terri has submitted the order
- Demco workstation arrived, missing a piece, Demco is sending one
- Items listed on the grant application need to be ordered, Terri was unable to order as the City does not currently have a credit card; Nancy volunteered to use her card, they will talk to Angie
- Northwest Communications has increased our internet speed for free; download speed of 25, upload 3; De ran a test, not quite there, Terri will call Kelly and give her the numbers
- A Brainfuse link will be added to our Website, Terri needs to learn more about it
- Need to ask Parks and Rec Board if they would like the magnetic white board for the Community Center, Angie forgot, will add to next month's agenda; if no then offer to other Libraries in the County
- Nancy tried to install the driver, 3600 Color Printer, got error messages
- Terri created a policy for the iPad, Board reviewed, some changes are needed, Terri will make changes Board will review and approve next meeting
- Need to have Nook and Kindle out like iPads for patrons to see, may consider selling

### Comments from Terri:

- Gale Resources begins July 1st for new fiscal year, Board approved applying
- Sandy Behrendsen has agreed to be a Board member, Terri will submit to Angie for background check and to get Mayor/City Council approval
- Nancy helped organize and reformat our policies to make them easier to update

### Friends of the Library:

- Starting May 8<sup>th</sup> Lexi, Extension Office, doing three programs on Wellness in Nutrition, final on May 22<sup>nd</sup>
- Corinne will come on June 5, 10:00am, this will be her final program for the Friends, coffee is in her honor
- June 12<sup>th</sup>, 10:00am, Author Robin Mary Allen will share her book, House on Godwit
- Friends are planning on serving rolls for Greater Rolfe Days

Children's Programing:

- Sign up for Summer Reading Program will be May 31<sup>st</sup>, Space: A Universe of Stories
- Extension Office will provide "10 Dash" for our SRP
- Outer Space Odyssey Program by the Science Center, July 24 at 10:30am
- Casandra questioned hours budgeted for SMR, 120hrs, hours are split between fiscal years; Lori reminded that last year's was extended into this year as not many hours were used in June; Nancy cautioned to not go over total salary budget

Other Items:

- Lori submitted a bill for the digital recorder used for minutes, \$53.99
- RBI cookbooks \$5.00 each
- Organize GRD book sale next meeting

Meeting adjourned, next regular meeting June 12, 5:00pm.

Library Board Education:

Board members read the Monday Morning Eye Opener 15 min.; Apr. 2x's & May 2x's