

Rolfe Public Library Board Meeting June 16, 2021

Board Members Present: Nancy, Sherri, Sandy

Librarian(s): Amy, Casandra

Other(s): Frankie

Nancy called the meeting to order.

Board reviewed minutes from previous meeting. Sherri motioned to approve the minutes and Sandy seconded it. Motion carried.

Board reviewed the monthly Librarian's Report. Sandy motion to approve the Librarian's Report and Sherri seconded it. Motion carried.

Librarian's Report:

- 272 People visited the Library
- 124 print, 56 non-print
- 4 Rolfe requests to SILO, and 7 SILO requests to Rolfe
- 14 Meetings
- BRIDGES: 32 Audio, 15 eBooks, 0 magazines

Business:

- New Board Member – City Council has not yet approved Frankie, because they have had to postpone their meeting until Wednesday, June 23. To honor Sherri for her service on the library board, the board will purchase a new John Grisham novel for the library in her honor.
- Friends of the Library – Friends of the Library will be doing Rolls and Coffee for Greater Rolfe Days. They would like the Board to bring some rolls to the library for coffee from 9AM-11AM on Saturday morning.
- Children's Programming – For the Children's Summer Reading Program. There will be a 4 day program, taking place over the course of 4 weeks. We discussed doing virtual game nights with games such as Roblox or Among Us. Frankie suggested a haunted house in the old gym for teens, or tenting at the ball diamond or pond park with s'mores and scary books. Frankie also suggested having teens interview elderly people and doing a little newspaper for kids and teens with the information they got from their interviews. Casandra talked about possibly renewing our movie license and starting movie nights for the kids again.
- ELS Grant – Casandra will look into this further and give us an update in July. Then we will decide to either use the grant money or return it.
- Five Year Plan – We will meet with Bonnie via Zoom on June 29th at 5:00PM to work on our 5-Year Plan with her.
- Policy
 - Board of Trustees
 - Sherri motioned to approve this policy as is and Sandy seconded it. Motion carried.

- Personnel
 - V.A. – change “Public library management 1 and 2 courses” to “State Library Endorsement Program”
 - V.B.c. – change December to November or earlier, if requested by the City
 - V.B.k. – delete the comma after “fees”
 - VI.C. – add “as stated above in section V.B.k.
 - Sherri motioned to approve all changes to this policy and Sandy seconded it. Motion carried.
- Job Descriptions
 - Director, Library Management – add “and fees” to “collects and records fines” on the third bullet.
 - Director, Technology Management – change second bullet to “Updates and/or post to library website and social media accounts”. Director will be in charge of website and social media accounts. Also change third bullet to “reviews programs monthly and updates as needed.”
 - Director, KSA - change “Public library management 1 and 2 courses” to “State Library Endorsement Program”
 - Children’s Librarian, Primary Duties – change bullet two to “Responsible for ensuring that the library’s website and social media accounts are regularly updated with information regarding children’s programming and events.
 - Sherri motioned to approve all changes to this policy and Sandy seconded it. Motion carried.
- Collection Development
 - Sandy motioned to approve this policy as is and Sherri seconded it. Motion carried.
- Confidentiality of Library Records
 - Sherri motioned to approve this policy as is and Sandy seconded it. Motion carried.
- Intellectual Freedom
 - Change the name of policy to “Intellectual Freedom Statement”
 - Sandy motioned to approve this change and Sherri seconded it. Motion carried.
- Homebound Delivery Policy
 - Sandy motioned to approve this policy as is and Sherri seconded it. Motion carried.
- Request for Reconsideration of Library Materials
 - Sandy motioned to approve this policy as is and Sherri seconded it. Motion carried.
- Policies to be reviewed at next meeting are: Behavior Policy, Behavior Procedures Form, Unattended Children Policy, Sex Offender Policy, Social Media and Website Policy, Trust and Agency Account, Statement Supporting the Freedom to Read Protection (H.R.I. 157), and Library Bill of Rights (pages 23-30)

Sherri motioned for meeting to be adjourned, Sandy seconded. Motion carried. Next library board meeting will be July 21, 2021 at 5:00 PM. There will also be a Zoom Meeting with Bonnie McKewon held at the library on June 29, 2021 at 5:00 PM to discuss the 5-Year Plan.

Monday Morning Eye Opener - 3 in May, 1 in June.