

Rawlins Municipal Library Board

March 29, 2016

Minutes

The Rawlins Municipal Library Board met in regular session Tuesday, March 29th, 2016 at 5:00 pm in the Dakota Room. Present were David Page, Matthew Reitzel, Brenda Hemmelman, Terry Woster, Commissioner Jamie Huizenga, and Library Director Robin Schrupp. Trustee Debra Owen has officially resigned her position and incoming board member Amy Weller attended as a guest, pending commission approval. The meeting was called to order by Chairman Page. The February minutes were accepted with a motion by Huizenga and seconded by Woster. All approved.

The Librarians report noted general circulation for the month of February was 11,536. A total of 1,108 eBooks were checked out. 1,798 internet/computer uses were recorded. Patron count was 11,116 which is an average of 397 patrons per day for the month.

The Library has been busy during March with children's programs & other events. Events scheduled for April so far are:

- Storytime two days a week
- Apr. 3-10 - PLA Conference in Denver (Schrupp)
- Apr. 9 – Adult Coloring Club 10:30-noon
- Apr. 10-16 - National Library Week
- Apr. 16 – American Girl “Tea Party” 1 pm
- Apr. 17 – Database training for Library Staff and Board 5 pm
- Apr. 18-29 – Go Green Celebration
- Apr. 25 – Library Board Meeting – 5 pm
- Apr. 28 – Tree Planting Ceremony with Mayor Gill 3:30
- Story time/Craft for “Go Green” participants, at YMCA 4 – 5pm
- Apr. 28 – Zonta Awards Night – 7 pm @ Faith Lutheran Church

March programming included a BINGO Day for the children with prizes, a celebration of Dr. Seuss's birthday with books and a craft, and the Adult Coloring Club. Rawlins also hosted two sessions of “Breakfast with the Bunny”, an Easter program featuring holiday books, an Easter craft, an egg hunt in the book aisles, a snack of donuts and juice, and a visit from the Easter Bunny. Director Schrupp will be attending the biennial Public Library Association conference in Denver. National Library Week will be celebrated April 10-16 with special events and activities for all ages.

Existing Business:

The statistical and financial reports were reviewed and approved with a motion by Hemmelman and seconded by Reitzel. The board discussed the Public Library Survey (annual report) which had been sent out for review prior to the meeting.

New Business:

Mayor Gill will be holding a tree planting ceremony at the Library on April 28th in conjunction with “Go Green Week.” Stories and crafts for the children will follow the ceremony. After a brief discussion, the *Active Shooter Policy* was adopted with a motion by Hemmelman, seconded by Woster, and approved by all. Board members were reminded of the database training session for trustees and library staff members, to be held Sunday, April 17th at 5:00 pm at the library. Director Schrupp's proposal for the Capital Area United Way “United We Can” grant was discussed. Board members issued a resolution of support authorizing the submittal of the grant application for CAUW. Motion was made by Woster, seconded by Hemmelman, approved by all.

The meeting adjourned at 6:10 p.m. The next meeting will be held on Monday, April 25th at 5:00 p.m.

David Page
Chairman

Robin Schrupp
Library Director