

Reinbeck Public Library

Trustee Board Meeting

July 11, 2022

4:30 pm

President, Marilyn Evans, called the meeting to order. Others present were trustees, Bonnie Shinn, Brenda Snider, Sue Trunck and Rebecca Schildroth and Library Director Lenah Oltman. A motion was made and seconded to approve the bills, and the agenda. The minutes were not presented.

June Statistics:

New Patrons: 13

Newspapers: 23

Magazines: 5

Upstairs: 42

Tech Assist: 44

Reference: 180

Community Room: 397

Computers: 42

Door Count: 1212

Bridges: 167 downloads

PLOW: 401 visits

Wi-Fi: 356

Programming: 474

All Ages: 397

0-5: 77

Adults: 6

Director's Report:

Lenah Talked about the need to update a policy on reserving books. The staff is working on some changes and a formal policy will be presented when they find what works best. The labeling of our collection is done upstairs and it is being worked on downstairs. The hardback and paperback books will soon be shelved together. The story walk at the park should be done in September. We are reaching more patrons on social media. In 2023 we will need to update our five year goals. In the meantime we will work on our goal to update the technology in the library. Our collection of books is being weeded as some have not been checked out in several years.

Our new custodian is working out very well. Cheri has worked hard getting our new programming implemented and as always Ann Rae is the one so many patrons turn to when they need recommendations and a welcoming smile.

Five 7 kids are being purchased for the preschoolers. They are limited use tablets with appropriate activities. The programing is locked and they will be non-searchable. Two have been purchased along with headphones.

Old Business:

- 1. FEH Design Company:** We will work with a couple of design companies on an overall design for our library. It is the current intent to have a comprehensive plan for the layout of our facility. This will certainly be part of the 2023 long range planning goals. Another company will be contacted about design work.
- 2. Air Conditioner Leak:** A leak has been repaired. The leak caused some damage to ceiling tiles. We have replacements that need to be cut before they can be installed.
- 3. Summer Reading Program:** Attendance has been very positive with numbers above previous years. August 6 from noon to 2 there will be a lunch and final program. Angie Thesing will provide the lunch.

New Business:

- 1. CD Withdrawal:** There is a CD for \$33,373.98 up for renewal this month. Discussion was held on the need for additional funds for the furnace work and the increase in our energy bill. Allient Energy has increased our monthly program amount for \$399 a month to \$598 per month. To stay within our budget for the coming year it was felt that taking money out of savings would be a good strategy. Rebecca made the motion to not renew the CD at this time. Marilyn seconded the motion. The motion passed unanimously.
- 2. Computers:** The two of the three patron computers are old and slow. One is somewhat newer and could be put to a different use. It was thought that it could be used for card catalog and patron business use. Lenah has researched computers and suggested the HP 24 all in one Desktop for \$549.99 each as suggested replacements. Marilyn made the motion to purchase three new computers to replace the oldest ones we currently have for patron use. Bonnie seconded the motion. The motion passed unanimously.
- 3. Gas Pipe:** A letter was received for Allient Energy concerning an exposed gas pipe. It was felt that this repair should be addressed when the new furnace and air conditioner is installed.
- 4. Historical Picture Frame:** Ray Rannfeldt is working with some historical pictures. He has approached us about putting a picture frame at the library. After discussion we felt that this project is one we support but until we are done with the rearranging of our current collection and do some assessment on how we want to use the space in the library, we should wait to add this service. More information is also needed about the space and cost requirements.

Other Business:

Board Training: As there is a city council meeting tonight we did not have time for the training. Lenah did want us to read the part of the City Code of Ordinances that pertained to the library. We are to read it before the next meeting and also the part of the Iowa Library Trustee Handbook assignment for next month before the next meeting.

Meeting was adjourned at 5:33

The next board meeting will be August 8, 2022 at 4:30 p.m.
Respectfully submitted by Rebecca Schildroth, Secretary