

Reinbeck Public Library Trustee Board Meeting

April 20, 2023

4:30 pm

President pro tem, Sue Trunck, called the meeting to order. Others present were trustees, Brenda Snider, Bonnie Shinn, Rebecca Schildroth, and Library Director Lenah Oltman. A motion was made and seconded to approve the bills, and the agenda. The minutes were approved as read.

Past month's Statistics:

New Patrons: 3

Newspapers: 20

Magazines: 8

Upstairs: 219

Tech Assist: 21

Reference: 255

Community Room: 274

Computers: 57

Door Count: 967

Digital Checkouts: 209

Physical Circulation: 1358

Wi-Fi: 662

Website: 454

Programming: 463

All Ages: 80

0-5: 70

6-11:18

12-18: 27

Adults: 25

Programs: 29

Director's Report: Lenah showed us the new monthly calendar. Our patrons seem to like the new form. Online sign up is being used. And the website continues to be improved and updated. One new activity is a Westview presentation. It is hoped that we can do this monthly using a volunteer. Rhonda James, of the Sun Herald, contacted Lenah about having a library feature. She was encouraged to do this only if it does not increase her work load.

Lenah wants us to be a visible force for good in our community. To do this she suggested that once a year we partner with another organization to raise funds, and volunteer or partner with another organization. Currently she is partnering with the Reinbeck food Bank.

The story walk at the park is coming along.

The front door was most likely hit by a power surge during a recent storm. After some research it was determined that the door was installed with Base Point Builders. We did not have a service contract with them and they would not come until Monday.

Old Business:

1. Solum Lang: On April 5th Lenah and Rebecca meet with two representatives of Solum Lang. One was an architect and the other an interior designer. It was a get to know our needs meeting. A lot of needs were presented to them. Storage, expanded work space for the director, leaner look to the inside of the building, along with what we felt was working well for our space and what we felt was lacking. We will now wait for their proposals.

2. Outdoor Instruments: Items for this were presented to the board. Bonnie made the motion that we pursue getting a grant for this project. Sue seconded the motion and it passed unanimously. Erin Schildroth will begin working on writing the grant proposal.

2. Adventure Passes: We will have 6 or seven places for patrons to use our passes this year. All will be sponsored. The yearly fee for the site to print the passes will be \$225. One pass is good for two adults and two children. On any given day only one pass for each site may be used by our patrons.

4. Trivia Night: It will be April 29. We need to supply two people to score and at least one to just help out where needed. Lenah, Bonnie, Sue, Rebecca, and Ann Rae will help.. Doors open at six and trivia starts at seven. Set up is between 4:30 and 5:30.

5. Kone Elevator Suggestions: Lenah spoke with the representative who does our quarterly inspections. He felt that we did not need to do any of the items on the suggested list. Our elevator is not used a lot and so it does not get the use that other public elevators do. It is a letter that is generated by time and not use.

6. Landscaping: Marilyn had informed us that the work will be done in July. The cost estimate is still valid. Bonnie will look into having a high school class put up the pergola.

7. Security Camera: Two additional cameras have been purchased. They are in use. Discussion was held about the fact that some patrons using the upper story of the library, know where the cameras are located and will circumvent their activities being filmed. Lenah has learned how to talk over the cameras and we hope this helps keep unwanted activities at a minimum. Lenah will look into the best way to pay for the Ring coverage, as there are different yearly plans.

New Business:

1. Donation-policy-opportunities-parameters: As we were running late it was thought that we should all do some thinking on this topic and read her sample donation policy from Drake Community Library.

2. Whole Building Surge Protector: After the recent issue for the front door it was felt that a surge protector should be purchased for each door and that an electrician should be asked about a whole building surge protection.

2. Trustees are to read and be ready to work on both the Volunteer Policy and the Donation Policy at the May meeting.

Meeting was adjourned at 6:57 pm

The next board meeting will be May 8, 2023 at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary