

Roland Library Board of Trustee's Meeting
221 North Main, Roland, Iowa
Monday, December 4, 2017

- I. The Roland Library Board meeting was called to order at 7:10 pm. The following board members were present: Shauna Anthony, Joy Thye, Tempest Kuykendall, Andy Oetker, and Library Director, Laura Urbanek. Absent: Bruce Gauley.
- II. Limited Additions to Agenda: none
- III. Public Input: none
- IV. Approve minutes from November 6, 2017: The Roland Library minutes were read and reviewed. A motion was made by Joy Thye to approve the November 6th minutes, 2nd by Shauna Anthony. Passed 4-0.
- V. Approve Claims: The December claims were reviewed. A motion was made by Tempest Kuykendall to approve the December claims. 2nd by Joy Thye. Passed 4-0.
- VI. Review November Statistics: The November statistics were read and reviewed.
- VII. Director's Report: Laura Urbanek reported the Roland election results for changing the Roland Library Board members from 7 down to 5 (with 4 Roland Community members, and 1 Rural member). There were 128 yes votes, and 27 no votes.

Laura also reported that the following donations for the Roland Library Open House came in: \$50 from the Roland American Legion, \$170 from Target for Keurig coffee maker and supplies for the open house. The RADC, Kiwanis, and Friends 'n Service also sponsored a Soup Supper on Dec. 2nd with a free will donation going to the Roland Library. They earned from this soup supper \$658 which will go to the Roland Library.

Laura reported that the Roland Library received from the Nelson Trust fund a donation of \$7028. It was also reported that Cheryl Larson finished the Roland Library Donor Wall display for the remodeled backroom. It has been mounted on the hallway wall entrance to the backroom.

There is black mold or mildew on north side of building (outside wall) which needs to be looked at in the spring, along with the front entrance brick flowerbed wall.

- VIII. New Business: A.) Soft Chairs: Shauna Anthony reported that the Library Board members responded back to her on which soft chairs they liked. After some discussion Joy Thye made a motion to go ahead and let Shauna Anthony purchase four patterned chairs from Homemakers (at \$259 each), and two leather chairs from Slumberland (at \$260 each). 2nd by Andy Oetker. Shauna volunteered to pick up the two chairs from Sutherland, but the four chairs from Homemakers will be delivered to the Library.

B.) Coffee Corner Policy: The Library board members reviewed the coffee policy sheets. After some discussion the following decisions were made: To have the coffee maker by the front office near the copy machine. Age limit: 14 and older. The Library will supply cream, sugar, sugar substitutes, and will try a free-will donation for coffee. Cups will also be provided. There will be no coffee by the computer, or children's area. Beverages allowed only in meeting room, front seated area, or back reading areas. The Library staff will be responsible to fill the coffee maker with water. Laura Urbanek will retype up the coffee policy for the Roland Lib. Board and we will review this at the January meeting.

- C.) Trustee Training: Library Funding: Laura Urbanek went over how the library is funded with the board members. The city funds most of our budget, but we also receive funding from the state and county. State funds totalled \$2,267.91 this year, including Direct State Aid, \$1.35 reimbursement for each interlibrary loan transaction sent out and 30 cents for each Open Access transaction (patron not from Roland or Story County rural area). We will also receive \$14,728 from Story County (10% of total county library budget divided between all Story County libraries plus \$3.09/loan to rural patrons).
- D.) Director Evaluation: The board reviewed and discussed the director's job performance as part of the annual evaluation process.
- IX. Old Business: A.) Space Usage: will discuss at a future date
B.) Programming Survey: The information has been compiled and we will review this possibly in January.
- X. Dates to Remember: A.) Next board meeting: Monday, January 8, 2018, at 7:00 pm.
B.) Magician Rick Eugene (early-out program, Wed. Dec. 6, 1:30pm.
- XI. Adjourn: A motion was made by Joy Thye to adjourn, 2nd by Andy Oetker. Passed 4-0.

Submitted by Tempest Kuykendall