

Roland Library Board of Trustee's Meeting
221 North Main, Roland, Iowa 50236
Monday, September 11, 2017

- I. The Roland Library Board meeting was called to order at 7:05 pm. The following board members were present: Bruce Gauley, Tempest Kuykendall, Shauna Anthony, Joy Thye, and Library Director, Laura Urbanek.
- II. Additions to Agenda: (X. E: Library Board Resignation)
- III. Public Input: none
- IV. Officer elections: A motion was made by Tempest Kuykendall to nominate Bruce Gauley for President, Shauna Anthony for Vice President, and Tempest Kuykendall for Secretary. 2nd by Joy Thye. Passed 4-0.
- V. Set regular meeting day and time: After some discussion, it was decided to have the Library Trustee meetings on the first Monday of each month at 7:00 pm.
- VI. August 7th, 2017 Library Board Minutes: were read and reviewed. A motion was made by Shauna Anthony, 2nd by Tempest Kuykendall to approve the minutes. Passed 4-0.
- VII. August Claims and Project Claims: The August claims and project claims were read and reviewed. A motion was made by Joy Thye to approve both claims, 2nd by Shauna Anthony. Passed 4-0.
- VIII. August Statistics: The August statistics were read and reviewed. It was agreed that it was a slow month.
- IX. Director's report: 1.) Laura Urbanek reported that the Library carpet had been cleaned on Saturday. After some discussion it was agreed that there should be no more dark kool aid served near the carpet area. Carpet cleaning expense was \$300.
2.) Laura also reported that a Library patron has volunteered to move the smaller tv from the old program room to be put in the small reading/meeting room. He has also volunteered to buff and wax the small reading room floor.
3.) Laura reported that we are still waiting on the Donor wall information from Cheryl Larson and Sherri Keigan. We hope to have this project completed by sometime in October for our Library Open House (to be announced later).
- X. New Business: A.) Meeting Room Policy: was read and reviewed by the Library Trustees. A motion was made by Bruce Gauley to approve the Meeting Room Policy along with a revision and correction on (#5. Delete line, refrigerator space may be available.) We will be posting a note by the sink, counter area in the remodeled programing room about the rules for meetings for those that will be using the space.
B.) Programming Survey: was read and reviewed and after some discussion it was agreed to make a change on (#8. Adding History, next to Genealogy). Shauna Anthony volunteered to put this survey on line. Older children (ages 10 and up to adults) will be asked to fill out this survey by the end of September.
C.) Halloween event: The Library Trustees are interested in serving hot dogs/buns, apple cider, and treats to the Roland children on Beggar's night (around 5:00). Laura will check with the Roland Mayor to see when beggar's night will be for the Roland area, and to see if he will include this in his proclamation. After some discussion it was suggested to have a pre-beggar's night parade down the sidewalk area by the Library building. We will contact the Library Foundation to ask for money donation to help pay for the hot dogs, buns, and cider for this event. The Library Trustee's will pass out the "treat bags" at this event (planning for 100).

D.) Captive Portal/ DMCA (Trustee Training): Digital Millennium Copyright Act: under this act, online service providers such as libraries need to assign an agent who will be contacted in the event of network infringements. (The library director will be our agent). Captive Portal: will be added to our network. It will track usage and require patrons to agree to our terms of use before accessing the network. A local patron has offered to set up the captive portal. After some discussion it was suggested to post the internet use policy at our public access computer stations. The captive portal also includes a “fair air” feature so that internet speed can be distributed more fairly to all patrons on the network at any given time.

- XI .Old Business: A.) Renovation Project Update: After some discussion it was decided that we wait until our October meeting to set the Open House date. We are currently waiting for more information about the Donor Wall Project and hearing back from Cheryl Larson.

Other items to work on before our October Open House (to be announced later), are: Security Camera, Purchasing Coffee makers, backsplash.

B.) Space Usage: (DVD's), We will talk more about this at the October meeting.

C.) Kiwanis: have received the grant money from them.

E.) Library Board Resignation: Library Trustee Bob Harestad has resigned. We will need a replacement soon. Laura will contact the Roland Mayor for possible name suggestions. After some discussion the Library Trustees have a few name suggestions also.

- XII. Dates to Remember: The next Library Trustee's meeting will be Monday, October 2, at 7:00 pm.

- XIII. Adjourn: A motion was made to adjourn this meeting by Shauna Anthony, 2nd by Tempest Kuykendall. Passed 4-0.
Submitted by Tempest Kuykendall