

Roland Library Board of Trustee's Meeting
221 North Main, Roland, Iowa
Monday, January 8, 2018

- I. The Roland Library Board meeting was called to order at 7:05 pm. The following board members were present: Shauna Anthony, Tempest Kuykendall, Andy Oetker, Bruce Gauley, and Library Director, Laura Urbanek. Absent: Joy Thye.
- II. Limited Additions to Agenda: none
- III. Public Input: none
- IV. Approve minutes from the December 4th, 2017 meeting. The Roland Library minutes were read and reviewed. A motion was made by Shauna Anthony to approve the December 4th minutes, 2nd by Andy Oetker. Passed 4-0.
- V. Approve Claims: The January 2018 claims were reviewed. A motion was made by Tempest Kuykendall to approve the January claims, 2nd by Shauna Anthony. Passed 4-0.
- VI. Review December Statistics: The December statistics were read and reviewed.
- VII. Directors Report: Shauna Anthony went over the Roland Library survey results with the Library Board. There wasn't a very good response, but there were 23 online surveys completed, and 6 surveys completed in the Library. Some of the survey results were to ask for more adult programs in the future and to see more current movies on school early out days. Children in the Roland community would like to have more hands-on crafting projects and possibly have a book club for the older children.
It was suggested to have a Library Board member meet with the children's librarian, Sarah Almond, to team up with her to go over the library survey and to make plans for this year's reading programs and activities. Shauna Anthony volunteered to work with Sarah on this when Sarah can meet.
- VIII. New Business: A.) Soft Chairs: Shauna Anthony reported that some of the soft chairs we previously voted on getting at the December meeting have already been sold, so the library board looked at other soft chair choices. After some discussion, the Library Board agreed on some new soft chair choices. Shauna Anthony made a motion to purchase three blue leather soft chairs from Slumberland for \$225 each. Shauna volunteered to get these chairs picked up or have someone help her get them picked up. Shauna made a motion to purchase one tan leather couch, for \$599, with an additional delivery fee. 2nd by Tempest Kuykendall. Passed 4-0.

B.) Coffee Corner Policy: The Library Board read and reviewed the new Roland Library “Keurig Coffee Policy” that Laura Urbanek typed up for the library board. Shauna Anthony made a motion to approve this new policy, 2nd by Andy Oetker. Passed 4-0.

C.) 2018-2019 Budget: Laura reported that the City Clerk, Jodi, needed the Library budget ready for the next Roland City Council meeting. The Library Board reviewed figures prepared by Jodi, which included a proposed 5% salary increase that the City Council will ultimately determine. The Library Board would like to keep all other line items in the budget as is. Laura Urbanek reminded the library board that the library office computer will need to be replaced before June, and the other library computers will need to be upgraded soon. Bruce Gauley will work with Laura Urbanek to get the new 2018-19 Library Budget typed up so it can be presented to the Roland City Council.

D.) Trustee Training: New accreditation standards. Laura Urbanek went over with the Library Board, the “New Standards Overview” from the State Library of Iowa. The following items were reviewed and noted as things to work on.

Standards with Major Changes: #8. Board development training.

---Recommends average of 3-5 hrs. per year per trustee.

---Trustees need to put a priority on training and improving their knowledge of the library.

#17. Library has written plan.

---District staff will be more directly involved in planning process.

*noted: The Roland Library Board need to work on building a better relationship with the Roland Library Foundation.

#21. Written job descriptions.

---Job descriptions are critical to the hiring and evaluation process

Other collection development tools available

---computer tablets, cake pans to be checked out (?)

#70. Library develops community relationships.

---Fundamental to how the library does its business from budgeting to support.

---we need to look for new ways to build a better relationship with the R-S school to work with our Library

#80. The Library board and director shall review the ADA Accessibility Checklist at least every 3 years.

New Non-Tier Standards:

#43. Library has access to broadband Internet access.

#66. Library allows patrons to make payments for fines, fees, donations, etc. using debit or credit cards.

IX. Old Business:

A.) Space Usage: to be continued later.

B.) State Library Of Iowa, Library Trustee Training Conference.

Thurs. Jan. 18, Library Trustee Training opportunity at 6:30 pm evening session, online conference.

C.) Send Thank You note to Cheryl Larson for making the new “Donor Wall display” for the backroom remodeling project. Tempest Kuykendall volunteered to do this.

X. Dates to Remember: Next Board meeting, Monday, Feb. 5, at 7:00 pm.

XI. Adjourn: A motion was made by Tempest Kuykendall to adjourn, 2nd by Bruce Gauley. Passed 4-0.

Submitted by Tempest Kuykendall