



Rawlins Municipal Library Board
August 28, 2023
South Dakota Room
Agenda

Consent Calendar:

1. Agenda

Jill Kruger motioned to call the meeting to order at 5:20 PM. Renae Lehman seconded the motion. Board members present were Jill Kruger, Renae Lehman, Edward Mickelson, Chance Sumner, and Robin Lerseth. Library Director Abby Edwardson was present. Guest visitor was Court Roper who is slated to be on the board starting in October 2023.

2. Minutes

Edward Mickelson made the motion to approve the minutes. Robin Lerseth seconded the motion.

Public Comment

There was no public comment.

Reports:

1. Librarian's Report

The Director's report included a recap of the budget process. The Director has been to budget hearings with Hughes County, Fort Pierre, and the City of Pierre. The Director's report also included a recap of upcoming events for the fall.

2. Statistical Reports

Statistical Reports were covered in great detail for the new board members and as a refresher for current board members.

3. Financial Reports

The Financial Log Excel sheet was explained for new board members and as a refresher for current board members. For the month of August 2023, Rawlins Library will reimburse \$649.67 to the City of Pierre for paid patron fees, copies, test proctoring, and lost items.

The Director asked for a motion to create a \$5 fee for lost or damaged items. The fee would become part of the Library's fee schedule. The reason for this is the amount of issues that arise from lost or damaged items with patrons (i.e. not able to pay, will not pay and leave the Library). Not all patrons will order a replacement book for Rawlins Library and there are discrepancies in how the cost per item is calculated with patrons as different vendors offer different pricing. The issue also comes up that an item has been checked out multiple times and patrons do not want to pay full price to replace the item. Robin Lerseth made a motion to approve the \$5 flat fee for lost or damaged items. Renae Lehman seconded the motion.

4. Friend's Report

The Director gave an in depth explanation for new members and as a refresher to current members on what the Friends of the Library does. The Friends of the Library is a 501C nonprofit organization that helps to raise funds for special events and programs at Rawlins Library.

Existing Business:

1. Review of Continuing Education Hours

The Director gave an in depth explanation for new members and as a refresher to current members as to the status of continuing education and why Rawlins Library needs the continuing education hours for the accreditation. The Board of Trustees has currently earned 30 hours and needs 15 more to be accredited at the same level we are now. Ideas were discussed on how to earn additional hours.

New Business:

1. Confidentiality of Library Records Policy—Formal Adoption of SD Codified Law 14-2-51

A motion was made by Edward Mickelson and seconded by Renae Lehman to approve all four policies: the Confidentiality of Library Records Policy, the Display Policy, the Emergency Preparedness Policy, and the Personnel Policy.

2. Display Policy

3. Emergency Preparedness Policy

4. Personnel Policy

Meeting dates were reviewed for the remainder of the year. The meeting dates will be Mon., Sept. 25th @ 5:15 PM, Mon., Oct. 23rd @ 5:15 PM, and Mon., Nov. 13 @ 5:15 PM. The board will not meet in December. Renae Lehman motioned to adjourn at 6:17 PM and Edward Mickelson seconded the motion.