

SIoux RAPIDS MEMORIAL LIBRARY

AGENDA: LIBRARY BOARD MEETING

Tuesday, April 9, 2024 at 6 p.m.

At the Sioux Rapids Memorial Library

CALL MEETING TO ORDER

APPROVE AGENDA

- A. Approve minutes from previous meeting
- B. Approve monthly bills/financial report

DISCUSSION AND ACTION ITEMS

- C. Board CE report
- D. E-Rate / CIPA Compliance
- E. Review Internet Policy
- F. Digitizing Newspapers
- G. Metal Folding Chairs
- H. Delivery Program
- I. Storywalk
- J. Ad for Book Sale/Junk in the Trunk Days
- K. Director's Report
 - Cataloging update
 - Grants & Donations
 - Projects
 - Events & programming
 - Bethany's CE

ADJOURNMENT

MINUTES APRIL 9, 2024

ROLL CALL:

Dorothy Machholz		present
Jamie Dorenkamp		present
Suzie Haight		present
Denise Pierce		present
Eric Waldstein		absent
Lacy Garberding	City Council Liaison (non-voting)	
Jim Wise	Mayor (non-voting)	present
Bethany Peat	Library Director (non-voting)	absent—out of town for conference
Catelyn Haight	guest	

MEETING CALLED TO ORDER at 6 pm by Dorothy Machholz.

MINUTES APPROVED by Jamie Dorenkamp, seconded by Suzie Haight, all approved.

Now available online in the about tab of the library's website: <https://www.siouxrapids.lib.ia.us/about/agendas-and-minutes>

BILLS partially approved with the following exceptions:

No approval of mileage for Bethany.

No approval of Sanford Museum because still have not sent invoice for program in June.

DISCUSSION AND ACTION ITEMS

BOARD CE REPORT

	Date	Training/items to share from training
Dorothy Machholz		
Jamie Dorenkamp		
Suzie Haight		
Denise Pierce	March/April 2024	IA Learns program from January 2023- details to be shared at next meeting
Eric Waldstein		

New board training is available; check with Dorothy for details.

E-RATE UPDATE

- Still waiting on determination letter. Can not do anything else until received and CIPA compliance attested to.

PUBLIC HEARING regarding DNS filtering in accordance with CIPA to be held in May to discuss:

- Why are we increasing the DNS filtering settings from those solely designed to prevent Malware and illegal hacking and phishing?
 - To qualify for the ERate discount on internet, we need to show CIPA Compliance.
- What is CIPA?
 - The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet.
- Libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:
 - Access by minors to inappropriate matter on the Internet;

- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them.
- What will the new DNS filters get rid of our access to?
 - Adult themes, nudity, and porn
 - Chat rooms
 - Questionable content: deceptive ads, drugs, hacking, hate & extremism, profanity, unreliable information
 - Tobacco
 - Have the option to block
 - Options to block: shopping and e-commerce sites, social networks, lingerie, LGBTQ, Sexuality, Swimsuits, instant messengers, P2P
- Public Hearing set for 5:30 p.m. on Tuesday, May 14, 2024 at Sioux Rapids Memorial Library.
- Vote/approval: **Yes:** Dorothy Machholz, Denise Pierce, Suzie Haight, Jamie Dorenkamp. **Absent:** Eric Waldstein.

REVIEW INTERNET POLICY

Must be able to check off the following boxes as there being measures in place to prevent:

- Access by minors to inappropriate matters on the internet
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access including “hacking” and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Measures designed to restrict minors’ access to materials harmful to minors

The board will sign a letter at the May 2024 Sioux Rapids Library board meeting that the public was informed of the CIPA requirements and the DNS filtering that will be put in place to comply at the Public Hearing that was scheduled for 5:30 p.m. on Tuesday, May 14, 2024.

DIGITIZING NEWSPAPERS-

We have boxes on the way to use for sending SR Bulletin Press papers to Advantage Archives for scan. Board decided that only the SR Bulletin Press pages of the newspaper will be archived at this time even though a good deal of Sioux Central sports are covered by the Daily Reporter. If we get enough funding, we can revisit that at a later date. The project is moving forward with files. Dorothy is continuing to move forward with contacting businesses and individuals to see about supporting the project.

METAL FOLDING CHAIRS

- The Board discussed getting rid of the old metal folding chairs from the basement. Approved selling them on Junk in the Trunk Days for \$1 each. Also approved selling old screens and windows out of the basement electrical room for free will donation to be used for crafts.
- Vote/approval: Yes: Dorothy Machholz, Suzie Haight, Jamie Dorenkamp, Denise Pierce. Absent: Eric Waldstein

DELIVERY PROGRAM FOLLOWUP

- Bethany noted in her notes that no one had turned in any forms that she had put out about either getting books delivered to them or volunteering to deliver the books to those wanting home delivery.
- Dorothy presented a list of names to the library board of people to consider asking about home delivery interest and stated that we should make in person contact about the program.
- Because of Bethany's note that no one has returned forms, Dorothy made up a simple, black & white form to be used to get interested parties to sign up if they would like.
- The Board likes the idea of face to face contact to sign people up to get at home delivery service. They decided to split up the names and go talk to people after details about delivery schedule were decided upon with the Library Director.
- Details about the delivery schedule will be discussed and decided upon at the May meeting when the Library Director is here but the Board wants to ensure that library materials are only delivered if the person is home.
- The Board members discussed delivering materials to those interested.

STORYWALK

- The Library Board has decided not to have a permanent story walk display at this time: Vote/approval: No permanent storywalk: Dorothy Machholz, Suzie Haight, Jamie Dorenkamp, Denise Pierce. Absent: Eric Waldstein
- The Library Board stated they have major concerns with wanting to have patrons and mostly younger children crossing from Blake Street to Front Street and along there west of city hall to get to the park. That is an area of potentially 5 vehicles coming into the same intersection which is only controlled by one stop sign and one yield sign—traffic can enter that area from the alley between First and the Hwy, from 1st going either north or south, from stop sign on Blake, from yield sign on Front and even off the gravel park road quickly into that intersection.
- The Library Board is NOT opposed to Bethany doing a Story Walk at the park during the Summer Reading Program (sort of like the corn story walk was on Main). We like the idea of a story walk but want to try some “temporary style” set ups to see the interest before investing in something permanent.
- Board discussed asking Ranco or the SC School to laminate pages to use for the story walk.
- Board discussed that if copies were to be made of a book to be laminated, permission has to be gained from the publisher. (Bethany sent reminder to board by email that as discussed at a previous meeting, publishers will not allow this for storywalks and multiple copies of the book have to be bought.)
- Board discussed the idea of starting the storywalk at the arch in the park, use some of existing parking posts, poles on the ball diamond, basketball hoop, horseshoe pit, slide, and end at the shelter house.
- Denise to bring nomination of Eric Waldstein to city council meeting tomorrow night for approval

AD FOR BOOK SALE

- Copy of the Chamber message about the ad for Junk in the Trunk Days was presented with a cost of \$15 for the ad.
- Bethany has been given permission by the Library Board to give an ad to Laurie Fassler for the library sale to include books, metal folding chairs, along with windows and screens for people to use for crafts.
- The chairs and the screens and windows that aren't sold will be put outside the library with assistance from board members/volunteers to be gotten rid of on city wide clean up day which is scheduled for

May 23rd. If we put the stuff out by the 20th or 21st it will be out in time for clean up days. Time and date for moving those left over items will be set at the May Library Board meeting.

DIRECTOR'S REPORT given by Dorothy, see attached.

- In reference to the declining productivity in the online catalog project, the Board would like this to become a major focus again.
- We would like Bethany to scrutinize the weekly/monthly events that she has planned on a recurring basis. IE: We noticed that Trivia Night has had 2 participants in the last 3 events. Look at why that might be.....content? weather? school events? area happenings? We need to be continually evaluating programs to see what works for our library and what isn't working. If it isn't working, time to give it a hiatus to either restructure or stop doing all together. Let's not keep putting time into things that aren't showing results and bringing people in.
- A suggestion for an adult library event was puzzle/game night. We could do this once a quarter or couple times a year...IE: get teams of two or four people together and give them each a puzzle either the same design or same number of pieces and let them see which group or couple can get theirs together first. We could have snacks and beverages.
- Not sure when someone is going to go to Omaha for telescope.
- Weekly clubs...we as a board do tell people about them and share the posts on Facebook to our personal pages.
- When putting that volunteers are needed for various activities, it would be nice to know specifics of what is planned, how many people are needed and for what?

ADJOURNMENT at 7:20 p.m. Called by Dorothy, Second by Suzie and Denise at the same time.

DIRECTOR'S REPORT – APRIL 9, 2024

CATALOGING UPDATE (numbers as of 4-5-24)

- **Fiscal YTD:** (6757-4501=) **2256**
- **January:** (6757-6481) = **101**
- **Total completed since start of project in 2021: 6757**

Grant updates:

- Moore Foundation / Eclipse glasses—arrived
- Telescope is ready for pickup/trying to arrange day/time. Anyone going to Omaha soon and will have a spare seat in their car?

Projects:

Enrich Iowa contract for FY2025 signed.

Got minutes online.

EVENTS

- Trivia Night March - 0 participants
- Celebrating Farmers-- ISU Extension Program—cancelled due to lack of signups
- Make & Take April 4 – 3 participants
- Eclipse—activities @ school 12- 3pm –attendance=253

UPCOMING EVENTS

- Trivia Night- April 18 @ 6pm topic: Kid's Books, teams welcome
- Make & Take- April 4 @ 6pm
- Author Talk with Ann Hanigan Kotz -Wed. April 17, 10-11:30am
- Pie & Poetry Slam—Thurs, April 25, 6-7:30pm
 - **Still need presenters and judges!**
 - 2 pies donated
- Library Book Sale weekend of Junk in the Trunk (May 17-18)
- Please be talking to people about or participating in weekly clubs:
 - Mondays @ 4 – Elem. Craft club
 - Tuesdays @ 4—alternating weeks puzzle and lego club—next week puzzles!
 - Tuesdays @ 5—Calm and Color (teen/adult coloring)
 - Thursdays 4-6pm – game club—all ages
 - Saturdays @ 10am—storytime at the library

Volunteers wanted:

- Storywalk
- July 31 Library Olympics—need to recruit volunteers

BETHANY'S CE REPORT:

CE courses completed:

- Promoting your Collection
- Bethany at POP YS Conference all day April 9

Upcoming:

- County Librarian's meeting May 8 in Newell
- Director Roundtables May 14 in Lake View

Sioux Rapids Area Chamber of Commerce is in Sioux Rapids, IA.

Junk in the Trunk Days will be May 17-18, 2024

City Wide Cleanup is scheduled for May 23

Anyone interested in setting up a garage sale please contact
me by email or here on messenger.

minicalc_63@yahoo.com

Cost to help with advertising and sign is \$15.

Give to Mandy
for paperwork
for check for
junk in trunk
ad
Thanks
Dorothy

Sioux Rapids Memorial Library
APRIL 2024 Claims Report

Bills Paid After March's Meeting

Alliant Energy	\$278.24
Petty Cash - Postage	\$6.02

Total	<hr/> \$284.26
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Bills Needing Approved for Payment

Baker & Taylor	\$38.97
Blank Park Zoo - Programs	\$200.00
Baker & Taylor	\$11.39
GFC Leasing (6/05/2024-07/04/2024)	\$121.18
Century Link - March	\$92.25
Bethany Peat - Mileage Ames Conference	\$191.26 → no prec approval until back from meetings
Bethany Peat - (Program Materials-Walmart \$44.48, Mary Hand - \$30.00, Dollar Tree - \$36.11) 110.60	\$110.60
Ad for Junk Days	\$15.00
Sanford Museum	\$200.00 → no approval w/out receipt.

Total	<hr/> \$980.65
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Dorothy Mackady
[Red scribbles]
Dennis Greice

11