

Meeting Minutes - 2018:

Rippey Library Board Minutes December 17, 2018

The regular meeting of the Rippey Library Board of Trustees met on Dec. 17, 2018 due to the regular meeting date falling on Christmas Eve.

Rippey Library Board Minutes December 17, 2018 5:30pm

(To be approved at the next meeting)

Attendance Rick Liebick, Connie Neese, Dale Hanaman, Phyllis Bardole, Brenda Roberts, Nancy Burrow

Agenda was approved by consensus

There was no public comment

Minutes were read and approved with previous corrections (moved by Roberts, seconded by Neese)

Finances Hanaman explained a new format so the board how to follow how our funds are being spent

Bills for December were reviewed and accepted to be paid. (moved by Neese, seconded by Roberts)

Proposed budget was reviewed and it was decided that we may need to make some changes, and will be voted on at a later date.

Librarian Bardole reported that the printer is inconsistent in its operation. This will be included in grant that is in progress in being written.

Katrina Buttler (former librarian) asked if we would be interested in having another Car Show in October (as we had in the past.) With money from the show, benefitting the library, the board decided to have Buttler go ahead with plans. Motion Roberts, second Neese)

Bardole asked if the library board was interested in another Art on the Fly event. During our discussion, we told Bardole to go ahead and get information, dates, etc.

Grant writing

Mary Weaver in working on writing a grant for the library to get a Large Screen computer, 2 Laptop computer to replace ones that are not working And a printer. We will need to come up with matching funds in order to get the grant.

The board discussed the Christmas party for the children and adults Wednesday December 19 from 2:30 to 4:30.

Adjournment motion by Burrow, seconded by Roberts.

Next board meeting will be January 28 at 5:30

Respectfully submitted,

Nancy Burrow

Substitute Secretary

Ripsey Library Board Minutes November 19, 2018

The Circulation and Volunteer Policies were reviewed, updated and approved at the regular meeting on November 19, 2018. The budget request for FY 2019-2020 was approved for consideration by the city.

Ripsey Library Board of Trustees Meeting

Monday, November 19, 2018 (to be approved at next meeting)

The regular meeting of the Ripsey Board of Trustees met on Monday, November 19, 2018 at 5:30 in the library. Those attending were: Trustees, Dale Hanaman, Connie Neese, Nancy Burrow, Brenda Roberts and Jean Borgeson, along with Phyllis Bardole, Librarian and City Liaison, Rick Liebich.

The agenda was approved by general consensus.

There was no public attending, wishing to speak.

The minutes of the October meeting were reviewed. Connie made the motion to approve and Nancy seconded the motion. Motion carried.

The November bills were reviewed and Dale apologized and thanked city clerk, Mary Millard for catching the fact that the three holidays weren't included in the payroll. The adjustment was made too late for Mary to include in her report and will be shared later, when she has the time to correct the figures.

There was no correspondence from Phyllis, but she sent a thank you to the States family for their donation in memory of Janet Fessler.

The Circulation Policy was reviewed, and with suggested changes, the motion by Nancy and seconded by Connie, the motion carried. Dale will send the corrected version to the trustees, librarian and city clerk to be shared.

The Service Policy and Salary Policy to be reviewed was determined to have been done at the October meeting.

The Volunteer Policy was reviewed and the motion by Nancy and second by Brenda, carried.

Dale shared the budget request for Fiscal Year 2019-2020 and Nancy moved and Connie seconded the motion to submit the figures to the city for consideration. These figures include using some of the Gillett funds to cover some matching funds for grants.

Dale reminded the group that Mary Weaver and he will be attending the “Focus on Grant Writing” workshop on Thursday, November 29, 2018. A decision needed to be made for the application for a grant to purchase a printer and two laptop computers, for Mary Weaver to help write the grant from the Greene County Foundation, as the deadline is soon. We will have to match funds. The trustees unanimously approved going forward with this application.

The other items, Data Base Purchase, E-Book –Bridges, and other Databases were tabled until a later date.

The library will host a Christmas party on Wednesday, December 19. The details will be worked out by Phyllis and the board members.

Phyllis reminded the group that Monday the 29th, she will be gone and Monday Dec. 10, she will be traveling home from Wisconsin and will need a volunteer. Nancy and Jean will check their schedules.

Jean reminded the members that she would be in AZ for the next meeting.

There being no other comments from the librarian or the board members, Brenda moved and Connie seconded the motion to adjourn.

The next meeting is Monday, December 17, at 5:30. Note the change in day, due to the Christmas Holiday.

Jean Borgeson, Secretary

Ripsey Library Board Minutes, October 29, 2018

Change in meeting time to 5:30 to accommodate Rick Liebich, who was appointed by the city council as the city liaison to attend the library board meetings, as requested by the board at the council meeting on October 1, 2018. Approved Service Policy to reflect the hours open from 2-5 Monday-Friday. Approved salary for librarian.

Ripsey Public Library Minutes, October 29, 2018

(to be approved at next meeting)

The regular meeting of the Ripsey Public Library Board of Trustees met on Monday, October 29, 2018 at 5:30 in the library. (The change of time is to accommodate the appointed city liaison, Rick Liebich to the library board meetings that was approved at the city council meeting on October 1, 2018)

Attending were: Nancy Burrow, Connie Neese, Brenda Roberts, Dale Hanaman, and Jean Borgeson, trustees; Phyllis Bardole, librarian and Rick Liebich.

Dale called the meeting to order with a general approval of the agenda.

After reading and correcting the minutes to read Nancy Burrow, instead of Nancy Hanaman, Nancy Burrow moved and Connie Neese seconded the motion to approve the minutes of the regular meeting on September 24 as well as the two special meetings on September 27 and September 20. The motion carried.

The bills were reviewed and a motion from Nancy Burrow with a second from Brenda Roberts to approve payment of the bills by the city clerk was approved by the trustees.

The city clerk's report was reviewed.

October balances:

General: \$5,773.35

Memorial: \$1,940.00

Grant: \$325.92

Gillett CD: \$24,269.25

Petty Cash: \$10.00

The Service Policy was updated to reflect the current hours from 2-5 over the winter months.

A discussion of the librarian's salary resulted in a motion from Brenda Roberts and second from Connie Neese, to increase the salary for the librarian to \$9.00 an hour beginning November 1, 2018.

Dale shared a revision of the circulation report he had updated. The trustees will look it over and vote on it at the November meeting.

The E-Rate process was reported by Dale.

Also, the "Edge" program that the state is encouraging their libraries to participate in was determined to be something our library wouldn't qualify for, as we are too small.

Dale will continue reviewing and bringing our oldest policies forward for updating if needed. We will try to keep the "every three year" current for the policies.

Dale presented a tentative budget for the 2019-2020 Fiscal Year. We will most likely have to use some of the Gillett CD to cover books, as memorial money doesn't generate as much funds as in the past.

Suggestions for the future included a book study for adults and something for the kids on Wednesdays. A Christmas party was mentioned for early December.

Phyllis reported on the Greene County Library Association that was held this morning in Grand Junction. Their next meeting will be in January and they will present their budget requests to the county supervisors.

Events we are all invited to attend:

Halloween party, Wednesday, October 31, from 4-5.

There will be Library Trustees Training, Tuesday, November 13, at the Shriver Community Building in Paton from 6:00 - 8:00. The theme "People Focused Library" will be led by Maryann Mori. The count librarians will furnish soup and snacks.

There will be a Grant Writing training on November 29, from 5:30-8:30

Due to Phyllis being unable to attend the next meeting on Monday, November 26, our meeting will be held on November 19 at 5:30 in the library.

Further out: the December meeting will be on December 17 at 5:30 because of Christmas Eve falling on our regular meeting night.

There being no further business, Connie Neese moved and Nancy Burrow seconded the motion to adjourn. Motion carried.

Jean Borgeson, Secretary

Ripsey Library Special Meetings, September, 27 and 30, 2018

Ripsey Library Board interviews of librarian candidates on September 27 and confirmation of new librarian, Phyllis Bardole on September 30 2018.

Ripsey Library Special Meeting to Interview Candidates for Librarian Position Minutes September 27, 2018

Ripsey Library Board of Trustees met in special session on September 27, 2018 at 5:00 in the library for the purpose of interviewing the people who applied for the library director.

Attending were Dale Hanaman, Brenda Roberts, Nancy Burrow, Connie Neese, and Jean Borgeson.

Connie Neese had to leave before the interview sessions were over.

After the completion of the interviews, the remaining four trustees unanimously selected Phyllis Bardole as our new librarian for the Ripsey Library.

Dale notified Dan Brubaker, Ripsey Mayor, of our selection and would be announcing this during our monthly library report at their city council.

After a note from Mary Millard, Ripsey City Clerk, questioning if we held another public meeting to discuss and approve the hiring, we consulted Maryann Mori, Central District Consultant, State Library of Iowa and were advised we could hold a meeting over a weekend.

A meeting was scheduled for Sunday, September 30, 2018 at 5:00 in the library and posted the agenda on the inside the door at the library, on the bulletin board at Sparky's, on the inside bulletin board inside the Post Office, which is always open and taped on the outside doors of the two banks Saturday afternoon before 5:00..

Ripsey Library Board of Trustees Special Meeting Minutes, September 30, 2018 at 5:00

Ripsey Library Board of Trustees Special Meeting to Confirm the Choice of our new Librarian

Present were Ripsey Library Trustees Dale Hanaman, Brenda Roberts, Nancy Burrow, Connie Neese and Jean Borgeson.

Brenda Roberts made a motion to approve the agenda and Nancy Burrow seconded the motion. The motion carried.

No public was in attendance for comments.

Dale gave a brief review of the interviews for each of the candidates and asked the board if there was any comments to add.

A motion to select Phyllis Bardole as our new librarian was made by Brenda Roberts and seconded by Nancy Burrow. The motion carried unanimously.

All board members are planning to attend the city council meeting share the selection of the new librarian with the Rippey City Council..

There being no further business, Connie Neese moved and Nancy Burrow seconded the motion to adjourn. The motion carried.

. Jean Borgeson, secretary

Rippey Library Board Minutes, September 24, 2018

Regular meeting. Included approval of the bills. Interview for librarian schedule was set up.

Rippey Library Minutes Monday, September 24, 2018

(to be approved at next meeting)

The regular meeting of the Rippey Public Library Board of Trustees met on Monday, September 24, 2018 at 5:00 in the library.

Attending were Dale Hanaman, Brenda Roberts, Nancy Burrow, Connie Neese and Jean Borgeson.

Dale called the meeting to order with a general approval of the agenda.

There was no public attending.

The minutes from the August meeting were approved with a motion from Nancy Burrow and second from Brenda Roberts.

The city clerk's report was reviewed.

The bills were presented and Brenda Roberts moved and Nancy Burrow seconded the motion to approve the bills to be paid by the city clerk.

The members discussed some correspondence concerning an upcoming trustees meeting at Paton. Also, the group reviewed the application process.

A review of the interview schedule was slated for Thursday, September 27.

Halloween party, old policies to review and budget proposal will be on agenda October 29, 2018.

Nancy Burrow moved and Connie Neese seconded the motion to adjourn. Carried

Jean Borgeson, Secretary

Ripsey Library Board Minutes August 27, 2018

The regular meeting of the Ripsey Library Board of Trustees met on Monday, August 27, 2018. Resignation of librarian, ads for new librarian, open house and change in library hours were addressed.

Ripsey Library Board Meeting Monday, August 27, 2018

(to be approved at the next meeting)

The Ripsey Library Board of Trustees met on Monday, August 27, 2018 at 5:00 in the library. Attending were: Dale Hanaman, Nancy Burrow, Connie Neese, Brenda Roberts and Jean Borgeson, trustees and Shawneene Kenan, Librarian.

Dale Hanaman, President, called the meeting to order.

The agenda was approved unanimously.

No one from the public was in attendance.

The minutes from the July 25, 2018 meeting were reviewed. Connie made a motion and Brenda seconded the motion to approve the minutes as read. The motion carried.

The minutes from the August 20, 2018 special meeting were reviewed. Connie made a motion and Nancy seconded the motion to approve the minutes as read. The motion carried.

The city clerk's report was reviewed.

August Balances:

Memorial: 2,009.66

General: 5,575.51

Petty Cash: 38.86

Gillett Fund: 24,178.83

The bills were presented for approval. Nancy made and Brenda seconded a motion to approve the bills to be paid by the city clerk. The motion carried.

There was no correspondence.

The circulation and programs report from August was presented. Shawneene cautioned the board that in the program migration from Concourse to the current system, some of the information has not transferred, so some information is missing. Keeping daily records by a handwritten chart has been needed.

There was no old business.

New business included discussing the process and timeline for the applications and hiring a new librarian.

Starting Tuesday, September 4, the library will be open from 2-5. Dale Hanaman, Nancy Burrow, Nancy Hanaman, Jean Borgeson and Connie Neese will be the volunteers.

The group was reminded of the open house on Thursday, August 30, from 3-5 for Shawneene.

Ripsey Library Board Special Meeting, August 20, 2018

A special meeting of the Ripsey Library Board of Trustees was held on August 20, 2018 to formally accept the resignation of Shawneene Kenan and to review the procedure to hire a new librarian.

Ripsey Library Board of Trustees Special Meeting

Monday, August 20, 2018 at 10:30 a. m. in the community room.

The Ripsey Board of Trustees met in Special Session on Monday, August 2018 at 10:30 a. m. in the community meeting room. The meeting was called to formally accept the resignation of Shawneene, and to review and discuss the procedures to follow for hiring a new librarian. Attending were, trustees, Dale Hanaman, Nancy Burrow, Connie Neese, and Jean Borgeson, and Shawneene Kenan, Librarian. Absent was trustee Brenda Roberts.

Connie moved and Nancy seconded to accept the agenda. The vote carried.

Nancy moved and Connie seconded the motion to accept, with much regret, the resignation of Shawneene Kenan as the Ripsey Librarian. Her last day will be August 31.

By acclamation, the September 15 fundraiser was postponed.

The board then discussed and reviewed the timeline and procedures to follow for hiring a new librarian, following the previous procedures in April, 2016, and advice from the Maryann Mori, Central District Consultant, State Library of Iowa.

It is hoped the interview process can begin on Tuesday, September 25, 2018.

The Library will stay open with volunteers until a librarian is hired. Hopefully a selection can be presented to and approved by the council, at their meeting on October 2, 2018.

Shawneene will be available to help train the new librarian.

There will be an open house from 2-4 on Thursday, August 30, 2018 for Shawneene.

The members were reminded of our regular meeting on Monday, August 27, at 5:00 in the library.

Jean Borgeson

Ripsey Library Board Minutes July 30, 2018

The regular meeting of the Ripsey Library Board of Trustees met on July 30, 2018.

Programs were reported on and tentative plans for fundraiser and programs for fall were discussed.

Ripsey Public Library Board Minutes July 25, 2019

Connie Neese, Nancy Burrow, Shawneene Keenan, Dale Hanaman

Agenda approved Motion Nancy, seconded by Connie. Motion carried.

Minutes from June 25 meeting approved by consensus.

Treasurer's Report Approved Motion by Connie, seconded by Nancy, motion carried. Bills acceptance adopted

Correspondence: Shawneene has received information from the Iowa Library Association concern the Edge program. See below.

Report on Programs

Will Struck Children's Program – a fun program for children.

Summer Reading Program 6-8 children participated.

Old Business No old business

New Business

Edge Program is a program from the State Library Edge is an on-line resource program to help evaluate and advance public technology.

Gale is a program (to replace Ebsco) to help customers find information and resources for any research people would want to do.

Mini Com Con to be held held August 4. A mini comic convention for children

Board and Librarian Comments

We need to look at amounts and policies for Vacation Pay.

Do we want to hold a fund raiser for the library. A spaghetti dinner perhaps with a silent auction?

We started looking at Tiny Cat. This would be a replacement for the Concourse program. This is the present computer library management program. It keeps track of books, books checked out, and so on. It was decided to wait until it is time to renew our subscription before we make a decision.

We talked about the possibility of having another Art on the Fly program.

The library board also started to look at the Library Standards from the State Law Library. These help allow the library to evaluate our present library, and look for ways to improve.

Adjournment Nancy moved, and Connie seconded we adjourn. Motion carried.

Respectfully submitted

Nancy Burrow, substitute secretary

Ripsey Library Board Minutes June 25, 2018

The regular meeting of the Rippey Library Board of Trustees met on Monday, June 25, 2018. General business was taken care of and guest, Maryann Mori of the State Library Services gave a report on accreditation for libraries.

Rippey Library Board Minutes, June 25, 2018

(to be approved at next meeting)

The regular meeting of the Rippey Library Board of Trustees met on Monday, June 25, 2018 at 5:00 in the library. Those attending were, Dale Hanaman, Nancy Burrow, Connie Neese, and Jean Borgeson, trustees; Shawneene Kenan, Librarian and one guest, Maryann Mori, District Consultant, Central District, State Library of Iowa. Absent, Brenda Roberts.

There was a general approval of the agenda and no one from the public attended.

The minutes from the May meeting were approved by a motion from Connie and second from Nancy.

The city clerk's final budget sheet for the fiscal year 2017-2018 was handed out. With the use of memorial money to offset the shortfall, there is now zero amount in the general fund. The council approved at their June 4, 2018 meeting to transfer \$6,560.00 from the General Fund Account to the Library Fund per 2018-2019 Budget. The Greene County share is \$6,559.00 for the 2018-2019 Fiscal Year. At some point in the next fiscal year, \$2,000.00 from the Gillett CD will be used to reimburse the \$1,200 Rotary Grant and \$522.67 memorial money used to balance this year's year-end budget, as was approved at the city council meeting on May 7, 2018.

General Fund: 0

Memorial Balance: \$2,123.94

Gillett CD: \$24,1787.83 April Balance

Petty cash: clerk's statement: \$17.93; Librarian's report: \$38.60 on hand.

The bills were reviewed and Nancy moved with a second from Connie that they be presented to the city for payment.

There was no correspondence and the circulation and programs report from June were handed out.

There was no old business.

New business included Maryann Mori of the State Library Services, who gave an interesting overview of the standards for accreditation for libraries.

Shawneene was certified in Public Library Management in May. Congratulations to Shawneene!

Programs planned for July include GCLA meeting July 9, Library Booth for Extravaganza at the County Fair and Monday, July 16, children's entertainer, Dennis Porter at 1 p. m. in the library.

Shawneene will be on vacation July 23-31.

An election by acclamation resulted in Dale continuing as president and Jean, secretary, for the ensuing year.

Jean reminded the members that she will be in AZ for the next meeting. Nancy agreed to write the minutes.

The next meeting will be Monday, July 30, 2018 at 5:00 in the library.

Jean Borgeson, Secretary

Ripsey Library Board Minutes, May 23, 2018

The regular meeting of the Ripsey Library met on Wednesday, May 23, 2018, due to the regular meeting date being Memorial Day. Bills were approved, as well as the new summer hours adopted.

When	May 23, 2018 from 05:00 PM to 06:00 PM
Where	Ripsey Library
Contact Name	Shawneene Kenan, Librarian
Contact Phone	5154367714
Add event to calendar	vCal iCal

Ripsey Public Library Minutes, Wednesday, May 23, 2018

(to be approved at next meeting)

The regular meeting of the Ripsey Public Library Board of Trustees met on Wednesday, May 23, in the library at 5:00. The meeting times were changed due to Memorial Day being on the regular meeting night and the first date set didn't work out.

Those in attendance were Dale Hanaman, Nancy Burrow, Connie Neese, Brenda Roberts and Jean Borgeson, trustees, and Shawneene Kenan, Librarian.

The agenda was unanimously approved by acclamation.

There was no one from the public in attendance.

The minutes from the March 30, 2018 regular meeting and the April 16, 2016 special meeting were approved as read by a motion from Nancy and seconded by Brenda.

The clerk's report will be shared in a couple days.

Balances for May

General Fund: \$714.91

Memorial Fund: \$2,646.61

Gellet Fund: \$24,178.83

Petty Cash: \$60.45

The bills were read and with a motion from Brenda and second from Nancy, the members approved the bills to be paid.

There was no correspondence.

The circulation and programs report from May were reviewed. It was noted that the Garden Gala program presented by Peg Gannon was very interesting.

There was no old business.

The new summer hours will be in effect as soon as school is out.

A nice group of people were in the next room painting their canvases.

Plans for Summer Reading and programs will be from June 18-29.

Shawneene reminded the members that Mariann Mori will be present at our next meeting, Monday, June 25, 2018 at 5:00.

There being no further business, Nancy made a motion and Brenda seconded the meeting adjourn.

Ripsey Library Board Minutes, April 30, 2018

The Ripsey Library Board met on Monday, April 30, 2018 for their regular meeting in the library. A year-end adjustment will be needed to complete the budget for this year. The members voted to use the funds from the CD to cover any short-fall, rather than using memorial funds. Due to Memorial Day falling on our regular meeting night, the library will meet on Monday, May 21, 2018 at 6:00.

Ripsey Library Board Minutes April 30, 2018

(To be approved at the next meeting)

The Ripsey Library board met Monday, April 30, 2018 in the library at 5:00. Attending were Dale Hanaman, Nancy Burrow, Connie Neese, Brenda Roberts, and Jean Borgeson, trustees and Shawneene Kenan, Librarian. One guest, Mary Millard, Ripsey City Clerk was also present.

There was a general approval of the agenda.

Mary Millard, speaking for the council, expressed their desire to have a representative from the library board attend the city council meeting on May 7 to explain the reasons for asking for a library amendment to their budget to pay the bills out of the Jerry Gillett CD before June 30. The board will be represented to answer any questions they may have at their meeting.

The minutes of the March 26 meeting were approved after some spelling corrections and the April 16 special meeting minutes were approved as read by a motion by Connie and seconded by Brenda. Motion carried.

The city clerk's year to date financial report was handed out and reviewed.

Balances:

The bills were presented and Brenda made the motion to approve the bills for payment by the city council and Nancy seconded the motion. Motion carried.

Summer hours were discussed and Shawneene requested Thursday from 3-7 in June, July and August, with the other days remaining 1-5.

The Public Internet Policy was reviewed and changes made with a motion from Connie and second from Brenda. Motion carried.

The policy of the Duties of the Assistant Librarian were reviewed and a motion by Nancy and second by Brenda to approve the changes made was voted on. Motion Carried

Dale will type them up and send to all to review to be adopted at the May 21 meeting.

The events of April were reported on by Shawneene and included the Easter egg hunt, Greene County Reads and Toddler Fest. Our library was able to count a share of attendance at these events, except Toddler Fest, as there was only one from Rippey attending, so the total was divided between the five remaining libraries.

The next meeting will be held Monday, May 21, 2018 at 6:00 in the library. Note the change of date due to Memorial Day falling on our regular meeting day.

Jean Borgeson, Secretary

Rippey Library Board Minutes, March 26, 2018

The Rippey Library Board met on March 26, 2018 for their regular meeting. Some policies were updated and the finances to June 30 were discussed.

Rippey Library Board Meeting on March 26, 2018

Connie Neese, Dale Hanaman, Shawneene Kenan, Nancy Burrow

Agenda was approved.

Minutes were reviewed. Connie made a motion to approve minutes, Nancy seconded, approved.

Report from Treasurer- City states we have \$926. There should be a new check April 14. Discussion about paying for books from Memorial money. Shawneene will check about this.

Bills from Shawneene. Nancy moved and Connie seconded to accept Report and pay bills as presented.

Program Report There were 8 children for the St. Patrick's Day. Children reported they like painting projects. One will be scheduled, perhaps in April.

The board reviewed

Policy Statement. A few changes were made to add technology, and non-discrimination statements. Approved.

The board reviewed the Severe Weather Policy. One addition was made. Approved.

The board reviewed the Policy concerning Unattended Children as reviewed and approved.

Programs

Easter Egg Hunt and decorating March 28.

Greene County reads April 20

Toddler Fest April 7

Adjournment

Respectfully submitted

Nancy Burrow

Ripsey Library Board Minutes, February 26, 2018

The regular meeting of the Ripsey Library Board of Trustees met on Monday, February 26, 2018. Routine business, including approving the bills presented, library events, and reviewing policies were addressed.

Ripsey Library Board Minutes February 26, 2018

(To be approved at the March meeting)

The Ripsey Library Board of Trustees met on February 26, 2018 at 5:00 in the library.

Attending: Dale Hanaman, Nancy Burrow, Connie Neese, Brenda Roberts and Jean Borgeson, trustees and Shawneene Kenan, Librarian.

President, Dale Hanaman called the meeting to order and a general approval of the agenda was given by the trustees.

The January minutes were approved as read with a motion from Brenda and second from Nancy.

There was no clerk's report.

The bills were presented and reviewed. Nancy made and Brenda seconded a motion to approve the library bills to be paid by the city at their March meeting. The expenses were \$1,250.53 and income from the soup fundraiser was 482.50 plus a \$40.00 donation, totaling \$282.50. An additional \$200.00 donation was given to Shawneene tonight.

Shawneene spoke about the online classes for Public Library Management (PLM) to be held April 6-May 25.

The Friday, April 6 class requires her to be present at the Pleasant Hill Library from 9:30 to 3:30. She will put a sign on the door and let her patrons know ahead of time that the library will be closed that day. The rest of the classes will be online.

Shawneene reported about the fun six kids had painting their projects on Valentine's Day. She has similar ideas for Easter.

The Rotary Grant Application was delivered and the results will be announced in April. Shawneene reported that her husband, Mark, who works for Storey-Kenworthy, has donated a cupboard for the STEM materials asked for in the grant.

The Service Policy was reviewed, updated and adopted.

After much discussion and rewrites, it was suggested Shawneene do some more research on the Circulation Policy wording and present her version at the March meeting.

The Confidentiality Policy was also tabled to review at a later date.

The Greene County Reads book has been selected and the librarians are in the process of coordinating the leader of the discussions, Jan Scharingson. Ripsey will be one of the host sites, this year.

Toddler-Fest is planned for Saturday, April 17.

Jean will be in AZ during the March meeting. Brenda volunteered to be the secretary for the next meeting.

There being no further comments the meeting was adjourned with a motion by Nancy and second from Brenda.

The next meeting will be Monday March 26, 2018 at 5:00 in the library.

Jean Borgeson, Secretary

Ripsey Library Board Minutes, January 29, 2018

The regular meeting of the Ripsey Library Board of Trustees met Monday, January 29, 2018 at 5:00 in the library. Routine business included approving the bills to be presented to the city clerk for payment and finalizing plans for the soup luncheon to be held Saturday, February 17, 2018 from 11:00-2:00. A free-will offering will be taken to help supplement the budget.

Ripsey Library Board Minutes January 29, 2018

(To be approved at the next meeting)

The Ripsey Library Board met on January 29, 2018 at 5:00 in the library for their regular meeting. Those present were Dale Hanaman, Nancy Burrow, Brenda Roberts, Connie Neese, and Jean Borgeson, Trustees and Shawneene Kenan, Librarian.

The meeting was called to order by President, Dale Hanaman.

There was a general approval of the agenda.

No one from the public was in attendance.

With a motion from Nancy Burrow and second from Brenda Roberts, the minutes from the December meeting were approved as read.

The city clerk's report was reviewed and the bills presented to be paid were approved by all with the motion by Nancy Burrow and seconded by Brenda Roberts.

Balances for January 2018:

General: \$3,354.95

Memorial: \$210.00

Donations: \$1,972.76

Gillett CD \$24,100.72

There was correspondence from the Greene County Library Association about their meeting with the county supervisors, explaining their budget asking for the fiscal year 2018-2019.

Shawneene wants to attend the Summer Reading Roundtable on the morning of March 8 at the Urbandale Public Library. She may need someone to open or open late instead.

The circulation and program report from January were highlighted. Shawneene announced that Rippey will be one of the host sites for the Greene County Reads. Jan Scharingson will again be the leader and more information will be available, soon.

Old business included starting policy reviews, a few at a time, at the next meeting. Shawneene will present some of the oldest dated policies at the next meeting.

The Soup luncheon will be held Saturday, February 18. A free-will offering will help supplement the budget.

Shawneene discussed the Rotary Grant Application and is going forward with it, with some guidance from Mary Weaver.

There will be a Valentine craft on February 14 after school.

Toddler Fest is planned for Saturday, April 7.

There being no further comments, the meeting was adjourned. The next meeting will be February 26, 2018 at 5:00 in the library.

Jean Borgeson, Secretary