

Roland Board of Trustees Meeting
221 North Main, Roland, Iowa
Monday, October 24, 2022 at 7:00 pm

- I. The Roland Library Board meeting was called to order at 7:00 pm. The following Board members were present: Andy Oetker, Bruce Gauley, Betty Hults, Shauna Anthony and Darla Anderson and Library Director Laura Urbanek.
- II. Limited Additions to Agenda: none
- III. Public Input: None
- IV. Approve minutes from September 26 meeting: Darla moved to approve the minutes from the September 26 meeting, seconded by Bruce. Approved 5-0.
- V. Approve October claims: The October claims were read and reviewed. Andy made the motion to approve the list of claims, Bruce seconded. Passed 5-0.
- VI. Review Statistics: Statistics from the month of September were reviewed.
- VII. Director's Report: A. The Holiday Open House will be held Saturday, Dec. 3 in conjunction with the community's Tree Lighting Ceremony. A Soup Supper will also be held that evening at the old Legion Hall. The Board was reminded of the Monster Mash on Saturday, Oct. 29, prior to Beggar's Night. A Craft Show will be held at the library on Saturday, Nov. 19.
- VIII. New Business: A. Discuss iPad Policy – Laura shared sample policies for iPad usage within the library. The library currently has four iPads which are used primarily by elementary and school aged students, but there is no policy outlining who is responsible for repairs if the iPads are damaged. The board asked Laura to contact City Hall to determine if repair/replacement costs are covered by the library's insurance. The matter was tabled until further information is available. B. Personnel Policy/Pay Scale – Laura asked the Board to review the current pay scale for library employees, which defines starting wages and pay increases for each library position. Wages in general have increased considerably since the library's pay scale was approved in October 2020. No action was taken, but Laura asked the Board to consider adjusting these numbers when preparing the next budget. C. Survey for Comprehensive Plan – A proposed survey asking for patron input on library services and programs was presented to the board and approved. The survey will be opened to the public online and with paper copies at the library within the next few weeks. Results of the survey will be used when preparing the library's strategic plan. D. Trustee Training – tabled.
- IX. Old Business: None
- X. Dates to Remember: A. Next Board Meeting – Monday, November 28 at 7:00 pm. B. Monster Mash – Saturday, October 29 from 5:00-6:00 pm. C. Holiday Open House – Saturday, December 3 from 5:00-7:00 pm.
- XI. Adjourn: Bruce motioned that the meeting adjourn at 7:58 pm; Darla seconded. Passed 5-0.

Submitted by Darla Anderson