

**Leach Public Library**  
**April 25, 2024**

Library Board President Barb Mohs called the meeting to order at 4:00 pm followed by the Pledge of Allegiance.

Members Present: Barb Mohs, Judy Oren, Simone Sandberg, and Deb Loberg.

Members Absent: Kelly McNary

Also Present: Melissa Bakken, Leach Public Library Director

Conflicts of Interest: None declared.

Additions to the Meeting: Ms. Bakken added an item to the New Business section (see below).

Corrections to the March 28, 2024 Minutes were made. A movement to accept the corrections and minutes were made by Simone Sandberg and seconded by Judy Oren.

**1. Friends of the Library** – The FOTL and the Wahpeton Literary Club hosted the Leach Public Library's 100<sup>th</sup> Anniversary on April 8, 2024. The celebration was hosted by Ms. Bakken. A program with cake and beverages followed. The event was well attended and appreciated by all. Thank you to all of the volunteers who helped make the celebration a success. The Daily News Newspaper covered the event. The next FOTL meeting was originally scheduled for May 8, 2024. This date may need to be changed to May 30, 2024 due to scheduling conflicts.

**2. Physical Plant** – The LED lights in the main floor ceiling fixtures have now been installed. Scott's Electric was able to complete the project in about two hours. The LED bulbs were given to the Library free of charge from the City. The boiler was turned off at the end of March. The mini-split heaters are now in use. Schmitt's Heating was here to diagnose problems with two of the AC units. A computer board in the units needs to be ordered. The Library has received one estimate from Scott's Electric to replace the bollard path lighting. The Library is waiting for a bid from Nordick electric. The Library has not received a response from Comstock Construction (at the time of this meeting) for the plaster repair. Ms. Bakken is in the process of collecting updated estimates for the Capital Improvement Plan projects for the library. (ex. restoring running water to the upstairs sink, landscaping around the perimeter of the library foundation).

**3. Library Operations** – The April Monthly and Expenditure Reports were reviewed. The circulation numbers showed a nice increase from February to March. There were no unusual bills during the last month. The Summer Reading Program will start on May 1, 2024. Rachel Kercher will visit the local schools to announce the program to the students.

**4. Old Business** – The Library Board accepted Nielsen's bid for the cabinets and counter top during last month's meeting. The project will take 8-10 weeks for completion. Full payment is due at the time of ordering. A library patron gave Ms. Bakken a power box for the 3D printer. The new box corrected the problem. The 3D printer is now working again! The Library accepted a bid from Digital Guru for the story time room updates. The two rolling storage cabinets from Uline were received. They have been assembled and are sitting in the downstairs conference room. Finally the Board approved a \$2.00 increase to a total of \$3.00 for interlibrary loan requests. Ms. Bakken typed a notification sheet explaining the cost increase for the library patrons. The increase will begin on June 1, 2024.

**5. New Business** – The Board will need to update the Circulation Policy due to the change in the Interlibrary Loan fee. Ms. Bakken will be gone on the next scheduled Board Meeting. The date was changed to Tuesday May 21, 2024 at 3:30 pm. President Barb Mohs term is up on June 30, 2024. New member applications have been advertised. The City Council will appoint a new member on the first City Council meeting in July 2024. Ms. Bakken added a new item to the agenda. She reported that most North Dakota Libraries do not charge late fees. She is proposing that the Library continue to have the original check-out period of three weeks. The book will be allowed to be kept for an additional three weeks if not returned. At that time if the book is still not returned the Library will assume that the book has been lost. The patron will be charged a replacement fee plus a \$15.00 fee to cover staff work (cataloging, covering the book, etc.). A discussion ensued. This topic will be tabled for further discussion.

The meeting was adjourned at 4:55 pm.

\* The next meeting is scheduled for Tuesday, May 21, 2024 at 3:30 pm.

Respectfully submitted,  
Deb Loberg, Library Board Secretary