

Leach Public Library
June 27, 2024

Library Board President Barb Mohs called the meeting to order at 3:50 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

Conflict of Interest: None declared

Additions to the meeting: Ms. Bakken's Annual Performance Evaluation

A motion to accept the May Minutes was made by Simone Sandberg and seconded by Judy Oren.

1. Friends of the Library – The Friends of the Library held a book sale on May 28, 2024. It was a success. The total free will offering was \$568.00. Additional funds of \$49.00 were received from the upstairs book corner and were added to the deposit by Treasurer Sandberg. Their next meeting will be held on September 11, 2024 at 10:00 am.

2. Physical Plant – Comstock contacted Melissa about the bid on the plaster repair on June 19, 2024. The painter has yet to bid the painting that will be needed to complete the project. There was a discussion about how the painting will be completed due to the bookshelf placements. There are no updates concerning the path lighting. On June 4, 2024 there was a sewer backup. Steve Wallner was called to address the situation. It was originally thought that the backup was due to the kitchen sink but it was discovered to be due to a blockage in the main line. Paper towels had been thrown into the toilet in the restroom. A discussion ensued regarding possibly using an air dryer. No decisions were made at this time. Mr. Wallner used a camera to scope the condition of the sewer line. He reported that the line is in good condition, with no breaks or collapse observed. The cost for the drain cleaning, repairs, and camera service was \$355.00.

Service Master was called to sanitize the storage room under the main stairs where the backup occurred. This charge was \$385.15. Finally the AC split unit in the children's library started leaking inside the library. Ms. Bakken cleaned the filters. There has been no leakage since.

3. Library Operations – The May Monthly and Expenditure Reports were reviewed. Ms. Bakken discarded 378 materials this past month. The decision to discard is based on the last date of usage and condition of the item. Library checkouts are up. Also 107 new readers registered for library cards. There were no unusual expenditures. The Reading Program is in full swing. The total number of participants of all ages is a whopping 158 this year! The lunch program originally saw 50-60 children per day. This has decreased to approximately 40-45 children per day. The Mixed Nuts Comedy Team presented at the library. There were about 50 students plus adults who attended. The children participated and had a good time.

4. Old Business – The new Inter-Library Loan fee took effect on June 1, 2024. There have been no complaints on the increased fee. Patrons are just happy for the service. There have been six applications for the Library Board member replacement. Applications were turned into the City Administration on June 21, 2024. The City Council will make the appointment on July 1, 2024. Ms. Bakken did further research on the proposed Fine Free Policy. The cost to process a book is a total of

\$8-10, based on a wage for staff, cataloging fees, material needed per book (bar codes, jackets, tape, etc.). The Library is currently adding a \$10-15 per book charge to cover these processing costs in cases of replacement due to loss or damage. This would be in addition to the cost of the book.

5. New Business – The Library’s Annual Report was presented to the City Council on May 20, 2024. It was accepted and filed. The Library received an “Excelling Level” with the North Dakota State Library (NDSL) based on responses received on the Public Library Survey. A Space Needs Assessment was recommended by the NDSL. There have been two Community Service Workers who have assisted with library jobs. One pulled weeds around the landscaping and the other did inside tasks like helping with the book sale. A discussion ensued about the recent Shelter in Place.

6. Additions to the Meeting - Ms. Bakken presented outgoing President Barb Mohs with an Appreciation of Service Award for her years of volunteering for the Library. Her leadership will be missed.

The Board reviewed Ms. Bakken’s performance evaluation. Her contributions to the Library are many and much appreciated.

President Barb Mohs concluded the meeting at 5:00.

Submitted by
Deborah Loberg
Library Secretary