

Leach Public Library Board Monthly Meeting
Thursday, October 24, 2019
4:00 PM

MEETING MINUTES

Present: Barb Mohs, Simone Sandberg, Patsy Stein, and Rikki Townsend
Also Present: Melissa Bakken, Library Director
Absent: Brett Lambrecht

President Stein convened the meeting at 4:04 PM

Conflicts of Interest - None declared.

Additions to Agenda - None

Approval of Minutes - Motion by Townsend, second by Mohs, to approve the September 25, 2019 minutes. Motion carried unanimously.

Friends of the Library update - Chocolate Day was held on Thursday, October 10 from 12 to 5 pm. The Book Sale was held through Saturday, October 12. Proceeds on October 10 were approximately \$2,500 with an additional \$275 thereafter. The new roller chairs for upstairs were delivered just before Chocolate Day. The Chocolate Day wrap up meeting will be held on November 13 at 10 AM in the lower level of the Library.

Physical Plant -

Book Drop - The book drop is in place at the west end of the West sidewalk.

Tree Removal - The Ash tree on the SW corner of the property near the picnic table has not yet been removed.

Electrical Outlet Poles - Scott's Electric is in the process of moving the existing outlet poles used for the Christmas decorations on the Library lawn. The poles at the base of the front steps are being moved to the top of the knoll.

Boiler start up - The boiler will be started the first week of November. Until then, the mini-splits will continue to provide heat for the Library.

Lions - The lions in front of the Library have been brought inside for the winter due to the failure of the adhesive holding them in place.

Library Operations

Monthly Report - Bakken gave the September 2019 Monthly User Report. Circulation remained steady for the month.

Monthly Bills - Bakken gave the September 2019 Monthly Expenditures Reports. The stacking chairs and dolly appear as expenditures but these will be reimbursed by the Friends. The concrete for the relocation of the book drop for \$1200 is also included this month. The Waste Management charges will no longer be billed to the Library. The Boiler Room will pay this billing in exchange for having the regular waste dumpster and recycle container used by both the Boiler Room and the Library placed in the Library dumpster location.

Library Programs - Bakken presented reports showing the attendance at programs in September 2019. Attendance remains good at Preschool Story Time, movies, and craft classes.

Old Business

- Melissa attended NDLA Polaris training in West Fargo on Tuesday, October 22 all day and the morning of October 23. Rachel attended Wednesday afternoon, October 23 and is attending today, October 24. The Polaris System is planned to go live on December 12, 2019.
- Due to the holidays, the Board will meet on Thursday, November 21, 2019 at 4:00 PM and Wednesday, December 18, 2019 at 4:00 PM

New Business

- The Library has received a Technology Infrastructure Grant offered by the North Dakota State Library. The grant is to update the library's wiring and technology infrastructure including the protection of access points. The updates are to be completed by December 2021.
- Rachel will be out of the Library for medical reasons starting December 5 and Nancy will be having knee surgery on December 11. Schedule adjustments will be made to accommodate these absences.

The Board reviewed a Performance Review Form for the purpose of compiling a version to use in their annual performance review of the Library Director as required by the North Dakota Library Coordinating Council. Revisions were noted and will be made prior to the November meeting when the evaluation will be completed.

Having completed the Agenda, President Stein concluded the meeting at 5:08 PM.

****The next regular meeting is set for Thursday, November 21, 2019 at 4:00 PM****