

Leach Public Library Board Monthly Meeting
Thursday, November 15, 2018
4:00 PM

MEETING MINUTES

Present: Bill Bair, Brett Lambrecht, Simone Sandberg, Patsy Stein, and Rikki Townsend
Also Present: Melissa Bakken, Library Director

President Stein called the meeting to order at 4:02 PM

Conflicts of Interest - None declared.

Additions to Agenda - No changes.

Approval of Minutes - Motion by Lambrecht, second by Townsend, to approve the October 25, 2018 minutes. Motion carried unanimously.

Friends of the Library update - The Friends met on Wednesday November 14, 2018. This was an ASK Meeting. Library Tote Bags were approved. 250 have been reordered at a cost of \$4.95 each. New computer chairs for upstairs will also be purchased. They will be slide chairs with no arms and high weight limits. The Friends are planning a Patrons' Appreciation Day and Christmas Open House at the Library for Wednesday, December 12, 2018.

Physical Plant - The State Historical Society has given its approval for the placement of security cameras in the library. The bid from Minn-Kota Communications for the security camera project was accepted. Installation should occur in early December. The State Boiler Inspector discovered two issues with our new boiler that was installed by Schmitt's Plumbing and Heating. Schmitt's was called on October 31 to rectify the issues including stainless steel bolts and the use of new heat resistant pipe thread tape.

Library Operations

Monthly Report - Bakken gave the October 2018 Monthly User and Circulation Report. The monthly "WIFI user" number has now been received from the State Library IT Dept. The numbers were right in line with prior years and months. Ebsco Host, Tumblebooks, and Ancestry.com all had significant user increases during October.

Monthly Bills - Bakken gave the October 2018 Monthly Expenditures Reports. There were no unusual expenditures.

Library Programs - Bakken presented a report showing the attendance at programs in October 2018. Preschool Storytime, Haunted Library, Outreach (Story Time in Day Cares), Library Trick or Treat, and Twin Town Villa Craft were well attended in October.

Old Business - None

New Business

With the installation of the security cameras, a Security Camera Policy will be looked into. Bakken will gather samples for the Board to look at.

There being no further matters to come before the Board and the agenda being completed, President Stein adjourned the meeting at 4:40 PM.

****The next regular meeting is set for Thursday, December 20 at 4:00 PM****