

Leach Public Library Board Monthly Meeting
Thursday, November 21, 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 4:05 PM

Conflicts of Interest - None declared.

Additions to Agenda - Rescheduling/cancellation of December meeting

Approval of Minutes - Motion by Townsend, second by Mohs, to approve the October 24, 2019 minutes. Motion carried unanimously.

Friends of the Library update - Chocolate Wrap Up meeting was held on Wednesday, November 13, at 10 AM. The book sale brought in \$1,329.65 while the memberships and chocolate brought in \$1,376.00. After expenses, \$2,547.10 was raised. Reimbursement of \$2,893.23 was made to the Library for the rolling computer chairs and stacking chairs and dolly.

Physical Plant -

Boiler start up - The boiler was started the week of November 11. Schmitt's Heating had to replace a capacitor motor.

Tree Removal - The Ash tree on the SW corner of the property was removed on November 5 by Beyer Tree Service for \$325.

Sump Pump - The sump pump stopped pumping on November 13 and Don Wald replaced it with the backup.

Library Operations

Monthly Report - Bakken gave the October 2019 Monthly User Report. Circulation is up for the month with an unusually high number of wireless users.

Monthly Bills - Bakken gave the October 2019 Monthly Expenditures Reports. This should be the last month for the Waste Management charges.

Library Programs - Bakken presented reports showing the attendance at programs in October 2019. Attendance was good at Preschool Storytime and Outreach Storytime. Special events of Haunted Library and Library Trick or Treat were big hits.

Old Business

- Polaris training continues through online User Group meetings and Webinars.
- Interlibrary Loan lending and borrowing is suspended from November 15 through final migration and the Go Live Date of December 12, 2019.

New Business

- The Library will be closed Thanksgiving Day and Friday, November 28 and 29, with regular hours resuming on Saturday, November 30, 2019.
- Volunteers will be used for Storytime purposes during Rachel's medical leave. Bonnie McIver and Patsy Stein have volunteered their services.

- Nicci will be getting additional hours up to a total of 28 hours per week, to help cover staff medical leave.
- Rachel ordered a new AWE computer for the littlest patrons. Remaining funds from last year's allocation from the Agnes Kragness Trust were used for the purchase. The old unit was traded in and a Family and Friends Special was applied for a total reduction of \$662 to \$2,686.
- Due to scheduling conflicts, it was decided to cancel the Library Board meeting scheduled for December 18, 2019. The Board will next meet on its regular day and time in January.

An "Annual" Library Director's Evaluation was performed by the Board. The purpose was to review the performance of the Library Director as required by the North Dakota Library Coordinating Council.

Having completed the Agenda, President Stein concluded the meeting at 5:28 PM.

****The next regular meeting is set for Thursday, January 23, 2020 at 4:00 PM****