

Leach Public Library Board Monthly Meeting  
Thursday, January 23, 2020  
4:00 PM

**MEETING MINUTES**

Present: Kelly McNary, Barb Mohs, Simone Sandberg, Patsy Stein, and Rikki Townsend  
Also Present: Melissa Bakken, Library Director

President Stein convened the meeting at 4:06 PM

**Conflicts of Interest** - None declared.

**Additions to Agenda** - Swearing in of Kelly McNary as representative from the City Council on the Library Board.

**Swearing In** - Bakken administered the Oath of Office to Kelly McNary as a new member of the Library Board. He will take the place of Brent Lambrecht who resigned from the City Council.

Welcome to Kelly as a member of the Board.

**Approval of Minutes** - Motion by Townsend, second by McNary, to approve the November 21, 2019 minutes. Motion carried unanimously.

**Friends of the Library update** - The Friends hosted a Patrons Appreciation and Holiday Open House on December 23, 2019. Their next scheduled meeting is March 11, 2020.

**Physical Plant** -

**Boiler issues** - Due to operational problems, the switch on the condensate pump was replaced by Schmitt's at a cost of \$318.00 including parts and labor.

**Break-in** - There was a break-in at the library on Monday, December 30 at approximately 6:30 am. A laptop and approximately \$80 was taken. Damage was noted to the office door. The perpetrator has been apprehended. Security policies have been enacted.

**Biohazard Sharps Container** - The container in the restroom was damaged at some time. A new one has been ordered. An old City key was found in the frame of the box. It has been turned over to the City.

**Lavatory Faucet** - Damage was done to the faucet while the Water Department was completing water testing on January 7. The Water Department will be replacing the faucet with a taller spouted faucet for easier access for testing.

**Library Operations**

**Monthly Report** - Bakken gave the November and December 2019 Monthly User Reports. Circulation was down for both months.

**Monthly Bills** - Bakken gave the November and December 2019 Monthly Expenditures Reports. There were no unusual expenditures.

**Library Programs** - Bakken presented reports showing the attendance at programs in November and December 2019. Attendance was good at Preschool Storytime and Outreach Storytime in November but down in December due to weather and Rachel was out on medical leave for much of the month.

### **Old Business**

- The move to Polaris was completed on December 12, 2019. One-on-one training is being provided to patrons as issues arise. Notices are being sent by email, mail, and even text notices. Notice options are Hold, Almost Due, First Overdue Notice, 2<sup>nd</sup> Overdue Notice, Billing and Card Expiration.
- The library closed at noon on December 24 and was closed all day on December 25 and January 1 for the holidays.

### **New Business**

- **New Security Measures** - A bid for \$1,251.50 has been received from Minn-Kota Communications for an alarm system on 3 entrances.
- Rachel returned to work on January 17, 2020.
- Rachel is attending the ALA Midwinter Conference in Philadelphia on January 23-28, at her own expense and using vacation time. The library is paying the conference fee only.
- Melissa filed the annual report for the Leach Library Endowment Fund with the Secretary of State.

Having completed the Agenda, President Stein concluded the meeting at 5:00 PM.

**\*\*The next regular meeting is set for Thursday, February 27, 2020 at 4:00 PM\*\***