

Leach Public Library Board Monthly Meeting  
Thursday, March 28, 2019  
4:00 PM

**MEETING MINUTES**

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

President Stein convened the meeting at 4:00 PM

**Conflicts of Interest** - None declared.

**Additions to Agenda** - No additions.

**Approval of Minutes** - Motion by Lambrecht, second by Sandberg, to approve the February 28, 2019 minutes. Motion carried unanimously.

**Friends of the Library update** - The Friends met on Wednesday, March 13. Their checkbook balance is \$6,192.02. Invoices for the popcorn machine and computer chairs were submitted for reimbursement to the Library. The next event for the Friends is a Book Sale on May 31 during Blue Goose Days. Volunteers are needed.

**Physical Plant** - The down spout heat tape was started on March 12 and seemed to be working. However, Don Wald reported that it seemed to be shorting out. Muehler Electric was called to look at it, as they installed it originally in 2015. Nothing was noted as amiss but they will keep an eye on it. A new sump pump is being purchased either to replace the current one or as a backup.

**Library Operations**

**Monthly Report** - Bakken gave the February 2019 Monthly User and Circulation Report. Circulation for the month of February was down from past years likely due to the bad weather.

**Monthly Bills** - Bakken gave the February 2019 Monthly Expenditures Reports. The chairs will be reimbursed by the Friends. There were no unusual expenditures in February.

**Library Programs** - Bakken presented reports showing the attendance at programs in February 2019. There was good attendance at the 150th Event and the last two scheduled Outreach days (Story Time in Day Cares).

**Old Business** - The second draft of the Security Camera Policy was approved in February as was the placement of a time capsule on Library property after the final celebration, subject to the Library Board's approval of the location for its placement.

As a follow-through on the project Janet Gagelin brought forward last month, five oral histories have been received and placed on one of the Library's laptop computers. These are oral histories of local Wahpeton residents that were recorded by the North Dakota State Historical Society. They were \$5.00 each. The cost was paid by Janet Gagelin.

A draft of guidelines to be considered in making the decision on closing the library in the event of inclement weather or other such situations was presented. Members will review for next month.

**New Business**

A new version of our Deep Freeze Software had to be purchased at a cost of \$646.00. This is an anti-virus/security software program for our public computers. Updating was necessitated due to Windows 10.

Rachel will be attending the Renewal & Development Workshop in Bismarck on April 2, 2019. Rachel will be part of the "Week of the Young Child" event which will be held on Tuesday, April 9 from 5 to 7 at the Community Center. It will be featuring the books of Eric Carle.

Having completed the Agenda, President Stein concluded the meeting at 4:30 PM.

**\*\*The next regular meeting is set for Thursday, April 25, 2019 at 4:00 PM\*\***