

Leach Public Library Board Monthly Meeting
Thursday, March 22, 2018
4:00 PM

MEETING MINUTES

Present: Brett Lambrecht, Judy Oren, Simone Sandberg, and Rikki Townsend,
Also Present: Melissa Bakken, Library Director; Brittany Hatting, Assistance City Attorney
Absent: Patsy Stein

President Oren called the meeting to order at 4:07 PM

Conflicts of Interest - None declared

Additions to Agenda - Repair of front steps to be added under Physical Plant and review of Annual Report Review to be added

Approval of Minutes - Motion by Lambrecht, second by Townsend, to approve the February 22, 2018 minutes. The motion passed unanimously.

Friends of the Library update - The Friends met on Wednesday March 14. It was an ASK meeting. Requests were made for a DVD cabinet to keep the discs alone in (est. \$1000 to \$1400); a 10% match for the STEM grant the Library received last fall (\$172.00); support to bring the Traveling Lantern Theatre Company for a Summer Reading Program (\$500.00); and yearly editions of the Daily News on microfilm from the State Historical Society (app. \$250.00). Additional funding is available for later ASK meetings.

Physical Plant - The top front step of the Library needs to be extended to eliminate a trip hazard. Krump Construction performed the same type of work at the Richland County Courthouse and will be contacted to take a look at this project. The State Historical Society will also be contacted. The undermining of the side pieces of the steps in front of the Library still needs to be addressed.

Library Operations

Monthly Report - Bakken gave the Board members the February 2018 monthly report. Circulation is down for the month. Ancestry.com is being used more.

Monthly Bills - Bakken gave the Board members the February 2018 monthly expenditures reports. The condensate pump replacement and two touch free disinfectant dispensers were paid for this month. Larger than usual, but within budget, book purchases for the children's library were made.

Library Programs - Bakken presented a report showing the attendance at programs in February 2018. Storytime continues to be well attended along with Pinterest Night which featured Soap Bombs. Outreach Storytime continues to be well received.

Old Business

The Microfilm computer has now been replaced with a new computer but a programming issue continues to be worked on.

The Library Disaster Plan was reviewed by Townsend. It was previously reviewed by the remaining Board members. It will be presented to the City Council at its first meeting in April.

The Technology Plan was reviewed by the Board. Motion by Sandberg, second by Townsend, to approve the Technology Plan as presented. The motion passed unanimously.

The Library is receiving no State Aid, although an application was submitted for continuity.

The Public Library Annual Report to the North Dakota State Library is due on March 31. The Board reviewed the document as compiled by Bakken. It will be mailed tomorrow, March 23.

The discussion on the City's grant application to the NDDOT Urban Grant Program and the proposed taking of library property to create diagonal parking on the west side of the 200 block of 4th St N. was postponed until the full Board is present.

There being no further matters to come before the Board and the agenda being completed, President Oren adjourned the meeting at 4:50 P.M. Motion carried.

****The next regular meeting is set for Thursday, April 26 at 4:00 PM****