

Leach Public Library Board Monthly Meeting  
Thursday, May 28, 2020  
4:00 PM

**MEETING MINUTES**

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

President Stein convened the meeting at 4:04 PM

**Conflicts of Interest** - None declared.

**Additions to Agenda** - None

**Approval of Minutes** - Motion by Townsend, second by Mohs, to approve the February 27, 2020 minutes. Motion carried unanimously.

**Friends of the Library update** - The Friends did not meet in April. A \$1,000 donation was received from Judy Benn. Approximately one-half of it will be used to fund the "Readsquared" software required for the virtual Summer Reading Program.

**Physical Plant** -

**Soft Reopening** - In preparation for a soft reopen, Don and Josh Meyer have been asked to put a lock on the children's playroom until we can open to full service.

**Lions** - The lions will be placed out front again as soon as there are consistently warm temperatures.

**Library Operations**

**Monthly Report** - Bakken gave the April 2020 Monthly User Report. Curbside service has kept materials in circulation with at least 20 patrons per day.

**Monthly Bills** - Bakken gave the April 2020 Monthly Expenditures Report. There were no unusual expenditures.

**Library Programs** - There have been no activities since March 18, 2020 due to the COVID-19.

**Old Business**

- Staff time has been used for cleaning and weeding of materials. The library has been completely weeded for the first time in 28 years.
- Use of online resources that the library has access to are still being encouraged. Additions have been made from the North Dakota State Library and The Tumblebook Library System. All resources are free and open to our library card holders and posted on our website and varied Facebook posts.

**New Business**

- Per recommendations of City Hall, the library will remain closed at this time. Curbside service will continue.
- The Summer Reading Program will be via "Readsquared" software and online.
- We will also be a member of the NDSL's program through their "Beanstalk" software.
- Our gazebo will be a drop site for the Summer Lunch Program being run by the Park and Rec Office this summer.

- PPE and approved cleaning and sanitizing supplies continue to be difficult to obtain. A grant of up to \$2000 for PPE, supplies, etc purchases from April 1, 2020 is available through NDLCC. The COVID-19 Response Grant application is due by June 1, 2020 and will be awarded by July 31, 2020.
- Reopening plan suggestions were discussed including limited or no computer use to begin with and changes to hours to include extra cleaning times.
- Patsy Stein announced that this would be her last meeting as she would be stepping down. Simone Sandberg will complete her second three-year term at the end of June. Two new Board members are needed to fill those positions.

Having completed the Agenda, President Stein concluded the meeting at 5:08 PM.