

Leach Public Library Board Monthly Meeting  
Thursday, May 23, 2019  
4:00 PM

**MEETING MINUTES**

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

President Stein convened the meeting at 4:00 PM

**Conflicts of Interest** - None declared.

**Additions to Agenda** - No additions.

**Approval of Minutes** - Motion by Townsend, second by Sandberg, to approve the April 25, 2019 minutes. Motion carried unanimously.

**Friends of the Library update** - The Friends sponsored Book Sale will be on May 31 during Blue Goose Days. They now have enough volunteers for the sale hours from 9 AM until 3 PM.

**Physical Plant** - The railing on the top flight of exterior stairs at the front of the Library has been removed and is being replaced with a new one being built by MDI. Rust caused the old one to become unsafe for use. Melissa has cleaned out the dead plants around the building. One of the hydrangeas needs to be replaced which will be done once the weather warms up.

**Library Operations**

**Monthly Report** - Bakken gave the April 2019 Monthly User and Circulation Report. Circulation for the month of April was up. A grant for \$150 for the summer reading program was received from Cargill and \$10,000 from Richland County.

**Monthly Bills** - Bakken gave the April 2019 Monthly Expenditures Reports. Smoke Alarms, a CO2 Alarm, and fire extinguisher services were paid for during the month. The bills for Rachel's attendance at the Renewal & Development Conference were paid during the month.

**Library Programs** - Bakken presented reports showing the attendance at programs in April 2019. There was good attendance at Preschool Story Time, Pinterest, Week of the Young Child Event, School Visits, and Outreach (Story Time in Day Cares).

**Old Business**

- The webinars for changing to the Polaris system in December have started. The main training will be in October. Prior to that, record clean-up and profile setting will continue.
- The Fathers of the Year United event involving the Library has been scheduled for June 13 from 5 to 7 PM with a rain-out date of June 20 from 5 to 7 PM.
- The Materials Loan Policy was presented with a recommendation that it be renamed to Circulation Policy and revisited at a later meeting after additional updates have been made.

**New Business**

- Rachel will be graduating with her advanced degree in August.
- Summer hours for the Library will start the Tuesday following Memorial Day with the Library being closed on Saturdays. Movies will be shown Mondays at 4PM and Fridays at 1PM.
- The Library will have a space helmet on site starting June 3.

Having completed the Agenda, President Stein concluded the meeting at 4:35 PM.

\*\*The next regular meeting is set for Thursday, June 27, 2019 at 4:00 PM\*\*