

Leach Public Library Board Monthly Meeting
Wednesday, September 25, 2019
4:00 PM

MEETING MINUTES

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

President Stein convened the meeting at 4:00 PM

Conflicts of Interest - None declared.

Additions to Agenda - None

Approval of Minutes - Motion by Lambrecht, second by Sandberg, to approve the August 22, 2019 minutes. Motion carried unanimously.

Swearing In - Bakken administered the Oath of Office to Barb Mohs as a new member of the Library Board. Her term will run until 2021 as she is completing the unexpired term of Bill Bair. Welcome to Barb as a member of the Board.

Friends of the Library update - Chocolate Day will be held on Thursday, October 10 from 12 to 5 pm. The Book Sale will be held from Thursday, October 10 through Saturday, October 12. In response to an ask from the Library, the Friends purchased 24 stacking chairs and a dolly for transport for the Library. Seven new rolling chairs for the upstairs computer area have also been ordered from Cooper's Office Supply in Fergus Falls.

Physical Plant -

Gazebo Repair - The screen has again been stapled back on the soffit as permanent repairs will not be made until next year.

Book Drop - The book drop is in place at the west end of the West sidewalk. Repairs to the book drop were done by MDI of Wahpeton at a cost of \$375 and Krump Construction poured the concrete pad at a cost of \$1200.00.

Tree Removal - The Ash tree on the SW corner of the property near the picnic table is scheduled to be taken down by Beyer Tree Service sometime in October at a cost of \$325.00. This includes tree removal, cleanup, stump removal and dirt replacement.

Electrical Outlet Poles - An RFP was advertised by the City to move/replace the existing outlet poles used for the Christmas decorations on the Library lawn. The poles at the base of the front steps will be moved to the top of the knoll near the lions. The City has allocated funds for this project, as well as, new Christmas decorations.

Library Operations

Monthly Report - Bakken gave the August 2019 Monthly User Report. Circulation is down for the month.

Monthly Bills - Bakken gave the August 2019 Monthly Expenditures Reports. The ODIN expense paid is an annual payment. It is up approximately \$1200 partially due to the switch to the Polaris library system.

Library Programs - Bakken presented reports showing the attendance at programs in August 2019. There was not a lot of programming in August.

Old Business

- Testing of the Polaris library system continues as the Library moves from the ODIN system to the Polaris library system. Trainings will be held in West Fargo on October 22 - 24. Melissa will attend all day on October 22 and the morning of October 23. Rachel will attend the afternoon of October 23 and all day on October 24.
- A new Business Center has been created within the adult library including useful titles, forms, and other resources for patrons.
- A Technology Infrastructure Grant offered by the North Dakota State Library has been applied for. The purpose of the grant is to update the library's wiring and technology infrastructure including the protection of access points.

Lambrecht left the meeting at 4:25 PM.

New Business

- Melissa and Rachel will be attending the NDLA meetings in West Fargo on September 26 and 27. The Library will close at 5PM on Thursday, September 26 to allow for the staffing shortages.
- The Board received several examples of Performance Review Forms for use in compiling a version to use in their annual performance review of the Library Director as required by the North Dakota Library Coordinating Council. Board members will review the forms and come prepared to complete a joint review at its October meeting.
- Fall programming has begun, with work being done on special programming options for the next year.

Having completed the Agenda, President Stein concluded the meeting at 4:57 PM.

****The next regular meeting is set for Thursday, October 24, 2019 at 4:00 PM****