

Leach Public Library Board Monthly Meeting
Thursday, July 25, 2019
4:00 PM

MEETING MINUTES

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

President Stein convened the meeting at 3:58 PM

Conflicts of Interest - None declared.

Additions to Agenda - Damage to book drop added to Physical Plant.

Approval of Minutes - Motion by Lambrecht, second by Townsend, to approve the June 27, 2019 minutes. Motion carried unanimously.

Friends of the Library update - The next meeting of the Friends is scheduled for Wednesday, August 7, 2019 at 10:30 AM. Current Friend's President Bonnie MacIver has indicated that she would like to relinquish her role as president.

Physical Plant -

Book Drop - the drive-up book drop was damaged this past weekend when apparently struck by a vehicle. Only the alley side was damaged. The entire unit has been removed and taken to MDI where they will hopefully be able to make the necessary repairs.

Gazebo Repair - the soffits and fascia are in need of paint/repair. Don Wald suggested covering the soffits with aluminum. This will be considered depending on the restrictions placed on the structure by the donor. The bases of the light poles and spots on the benches are in need of paint. Seasonal grounds workers have these items on their to-do list.

Library Operations

Monthly Report - Bakken gave the June 2019 Monthly User Report. Circulation is up for the month.

Monthly Bills - Bakken gave the June 2019 Monthly Expenditures Reports. There were no unusual bills.

Library Programs - Bakken presented reports showing the attendance at programs in June 2019. The reports were divided by age group showing participation on all levels. Participation was very good for preschool through teen. After noting the Twin Town Villa program, Lambrecht suggested contacting Sienna Court for a similar program.

Old Business

- The revised Leach Public Library Circulation Policy was handed out. After review, Motion by Townsend, second by Bair, to approve the Leach Public Library Circulation Policy as presented. Motion carried unanimously.
- The move continues from Odin to the Polaris library system.
- The copier contract will remain in place until 2021. The cost to allow printing from cell phones at this time is prohibitive but will be looked at when the current contract is up.

New Business

- Budget planning continues. The library budget increased primarily due to salaries based on City numbers and some maintenance increases.
- The 2018 Annual Report of the Library was presented.

- A 2019 Library Value of Service Calculator for the Leach Public Library showing a \$34.04 value of service per capita was handed out.
- The Public Library Standards (North Dakota State Library & North Dakota Library Coordinating Council -adopted May 2019) were reviewed by Bakken showing the three levels of Developing, Excelling, and Future-Focused. The Leach Public Library meets the requirements of the Developing and Excelling levels and many of the requirements of the Future-Focused level.

Having completed the Agenda, President Stein concluded the meeting at 4:50 PM.

****The next regular meeting is set for Thursday, August 22, 2019 at 4:00 PM****