

**Leach Public Library Board Meeting Minutes**  
**October 26, 2023**

Library Board President Stand-In Judy Oren called the meeting to order at 4:00 pm followed by the Pledge of Allegiance.

Members Present: Judy Oren, Simone Sandberg, Kelly McNary, and Deb Loberg

Members Absent Barb Mohs

Also Present: Melissa Bakken, Leach Public Library Director

Conflict of Interest: None declared.

The Minutes of September 28, 2023 were accepted as is. The motion was made by Simone Sandberg and seconded by Kelly McNary.

1. **Friends of the Library** – The FOTL held a very successful Chocolate, Chocolate Day on October 12, 2023. The final profit numbers will be tallied at their next meeting. The next Friends meeting will be held on November 15, 2023 at 10:00 am. The Rob-See-Company (a seed company out of Nebraska) awarded a \$500 grant to the Friends. This will occur in November. The money will be applied to the newspaper digitization project.
2. **Physical Plant** – The boiler passed its inspection. The boiler will be reassembled before the cold weather comes. The mini-splits are working in the meantime. The Library bicycle racks and benches will be moved to cold winter storage on November 1. Currently the bicycle racks have approximately 8-9 bikes still chained to the racks. A notice has been posted in the Heritage Square apartment building to inform residents of the need to remove the bicycles. Steve Bakken repaired one of the outdoor lion statues. The decorative outdoor dragons have been brought inside for the winter.
3. **Library Operations** – The September Monthly Report and Expenditures were reviewed. The Library has seen an uptick in the Story Time attendance. The Leach Reads book club has been well attended. There will be a Haunted Library on October 28 for ages 2-12.
4. **Old Business** – Melissa Bakken and Rachel Kercher attended a seminar presented by the North Dakota Library Association (NDLA). The topic focused on developing Collection Development Policies that abide by state guidelines. The Library will need to submit their Collection Development Policy by January 1, 2024. The policy will need to reference the Miller Test. The Board will review and discuss the policy during the November/December, 2023 meeting(s). The Library staff were unable to meet the deadline for the Historical Preservation grant opportunity due to construction bids for the interior wall repair not being submitted within the allotted time frame. The staff may try again next year.
5. **New Business** – Melissa Bakken completed annual performance evaluations for the staff. Melissa Bakken and Rachel Kercher completed each other's evaluation. The Board will need to decide if the Library Director's review should coordinate with the annual reviews of the City employees. A discussion was held on the appropriate age to obtain a library card. Leach Public Library's Circulation Policy, under the Patron Privileges and Borrowing Information section, currently lists age 16 years as the age when a teenager can get their own card without parental involvement. However, Ms. Bakken received a survey that listed 18 years as the age for most ND libraries. The Board will discuss this further during upcoming meetings. Finally, the date for the next Board meeting was changed to November 30, 2023 due to the Thanksgiving holiday.

Judy Oren adjourned the meeting at 4:50.

Respectfully submitted,  
Deb Loberg, Library Board Secretary

\*Next meeting will be November 30, 2023 at 4:00