

## **Leach Public Library Board Minutes from October 24, 2024**

The Library Board President, Judy Oren, called the meeting together at 4:00 pm followed by the Pledge of Allegiance.

Members Present: Judy Oren, Simone Sandberg, Jeena Kompelien, Deb Loberg, and Kelly McNary (via phone).

Also Present: Melissa Bakken, Leach Public Library Director

Conflict of Interest: None declared

Additions to the Meeting: None

Ms. Sandberg moved to approve the September, 2024 Minutes and Ms. Kompelien seconded the motion. The motion passed.

**1. Friends of the Library** – The FOTL held a very successful Chocolate, Chocolate Day and Book Sale on October 10, 2024. The final profit numbers will be tallied at their next meeting and will be reported in the November Board Meeting Minutes. A big thank you to all of those who helped. The workers put in many hours of work to plan and execute the event. Also, thank you to all attended. The next meeting for FOTL is scheduled for November 20, 2024 at 10:00 am.

### **2. Physical Plant -**

- Comstock Construction has submitted a bid of \$81,068.00 plus permits or fees for the plaster repair and painting on the main floor of the library. This is a reduction of \$4500.00 if the library moves the east wall shelving.
- A second bid for the plaster repair has been requested from Forks Lath and Plaster. We are awaiting word from them.
- Scott's Electric submitted a bid of \$32,800.00 to replace the bollard lighting on the outside walkways. Of the two bids received the Board felt that these lights would be safer. Another bid for the lighting would have left large bolts in the sidewalks that could be a tripping hazard. The Board will wait on this project until spring when the weather will be more conducive to outside work.
- Ms. Bakken has contacted Brad Co Restoration out of Fergus Falls to offer a bid on restoring the front steps and brickwork. They will come and look at the project and offer a bid. This project will not be decided upon or completed until next spring due to the weather changing soon.

### **3. Library Operations -**

- The September Monthly and Expenditure Reports were reviewed.
- Thirty new readers were registered.
- Eleven patrons utilized ScienceFlix.
- 270 items were discarded.
- The Library had 3412 visits this month.
- Ms. Kercher sees around 4-10 children for Story Time weekly. She has also started Daycare Outreach. The Haunted Library is scheduled for children on October 26 from 10:00 am -1:00 pm.

### **4. Library Operations -**

- The Space Needs Assessment will be completed after the Strategic Plan Survey is completed. At this time over 70 surveys have been completed.
- The Going Fine Free Policy is an ongoing process.
- The Veteran's Service has requested using the Library's meeting room for the 1<sup>st</sup> and 3<sup>rd</sup> Mondays from 11:00 am to 2:30 pm. Ms. Bakken is waiting for a response from the Director of the Veteran's Center in Fargo to verify the dates. The start date has been undecided. This request would only last for approximately one year.
- The Library Board has been requested to complete one statement per SWOT division (Strength, Weakness, Opportunity, and Threat). The Board will discuss next month.
- The Strategic Plan Survey will be available to the public to respond to until October 31, 2024.
- The New Board Member Training Packet is in progress.
- Ms. Sandberg has reviewed the Search Warrant Guide. Ms. Bakken will call the State Library for guidance on how to write the policy.

#### **5. New Business -**

- Board had a discussion on the Property Tax Bill (Measure 4) and how it might affect the Library.
- Ms. Bakken will be on vacation November 8-15, 2024.
- Ms. Bakken and Ms. Kercher completed annual performance evaluations on each other. All other staff performance evaluations have been completed. These are due to Wahpeton City Hall on October 24, 2024.

\*\* The Next meeting is scheduled for November 21, 2024 at 4:00 pm.

This meeting has been scheduled early due to a conflict with the Thanksgiving Holiday.

Submitted by  
Deb Loberg  
Leach Public Library Board Secretary