Leach Public Library
April 23, 2026

Judy Oren, Library Board President, called the meeting to order at 4:00 pm. The Pledge of Allegiance was recited.

Members Present: Judy Oren, Simone Sandberg, and Jeena Kompelien
Members Absent: Deb Loberg and Brett Lambrecht
Also Present: Melissa Bakken, Leach Public Library Director

Conflict of Interest: None
Additions to the Agenda: New Business- Employee retirement; Notary service

A motion to accept the March 2026 minutes was made by Ms. Sandberg and seconded by Ms Kompelien. The motion passed.

1. **Friends of the Library-** The next meeting is scheduled for May 13, 2026, at 10:00 am. The National Library Week open house received about 20 people. The book sale is scheduled for May 28th from 10:00 am-5:00 pm.

2. **Physical Plant-**
    - An excessive amount of water was used in March-April due to the toilet flapper needing replacing.
    - Gast construction will be replacing the ceiling in the Community Room before Memorial Day weekend. The date has not been confirmed, although the entire job should be finished within a week's time.
    - The boiler was shut down on April 16th. It can be turned back on if needed.
    - Ms. Bakken will consult with Public Works to obtain bids for the front-step project. She will check if Comstock can repair the existing steps instead of replacing them.

3. **Library Operations-**
    - The March Monthly and Expenditure Reports were reviewed and showed an average month.
    - Approximately 90 children attended the library table at the Week of the Young Child event on April 14.
    - The Glow Forge introduction class on April 16th saw a great turnout.
    - Ms. Bakken held a staff meeting on April 7th to review policies and emergency procedures.
    - Kindergarten classes toured the library last week with 15-20 children per class.
    - Next week Rachel will be going into the schools to promote the Summer Reading Program.
    - Ms. Woods' English classes will visit the library on May 6th and 7th. Ms. Bakken will have volunteer information ready to share.

4. **Old Business-**
    - The board approved Ms. Bakken's fine free proposal.
    - Items have been ordered from the Library Vision Grant. These items will fill in the adult nonfiction section.

- Ms. Bakken is continuing to work on accessing the Wells Fargo safe deposit box.
- The following policies have been reviewed and approved:
    i. Community Display & Distribution of Materials
    ii. Diversity
    iii. Internet & Computer Access
    iv. Patron Confidentiality
    v. Patron Conduct
    vi. Programming
    vii. Security Camera
    viii. Community Spaces
- The following policies need updating and will be reviewed in May:
    i. Circulation
    ii. Emergency
    iii. Unattended/Vulnerable Patrons
    iv. Volunteer Policy
- Ms. Kercher received quotes for replacing the AWE computers. The quotes include different program options. Ms. Kercher will check on funds for replacing both computers. The quotes she received are valid until the end of May.
- Ms. Bakken presented the Annual Report to the City Council. She utilized presentation slides and distributed paper copies of the report.

5. New Business-

- Ms. Sandberg has reviewed and revised the Bylaws. The board now needs to review the Bylaws.
- Ms. Bakken will advertise for the new Library Board member in May. This member is appointed in July.
- Ms. Bakken received a quote from Cintas for rugs and paper products service. Currently, we use Vestas, which replace four rugs and restocks bathroom paper products once a month. The Cintas quote is $112.24 which would be a savings of $43 per month. Ms. Sandberg motioned to change to Cintas if there is no Vestas contract or if we can get out of Vestas contract. The motion was seconded by Ms. Kompelien.
- Library employee, Sandy, is retiring at the end of April. The library will host an open house as she has been working here for 12-15 years. Mr. Bartels can take her 13 hours per week through May. Ms. Bakken will clarify the job description with Ms. Huwe before posting the position.
- Ms. Bakken questioned whether we should get involved with Notary services. It was decided that because of liability, the library will simply have a list of local notary options.

Ms. Oren adjourned the meeting at 5:09 pm.

The next board meeting is scheduled for Thursday, May 28, 2026, at 4:00 pm.