**Meagher County City Library**

**LIBRARY BOARD MEETING MINUTES**

**March 20, 2018**

**5:30 p.m., Library**

Attendance: Gordon, Elton, Gretchen, Steve, Jessica

Meeting called to order at 5:32 pm.

Approval of February 13, 2018 Meeting Minutes:

Elton moved to approve the minutes, Steve seconded. Minutes approved.

Paying of Bills and Financial Report:

* Claims reviewed:
	+ Disposal Services of MT-$26.88 for monthly garbage removal
	+ Mathis-$18.30 for program services and cleaning/paper supplies
	+ NorthWestern Energy-$661.79 for monthly electric
	+ Triangle-$111.87 for phone and internet service
	+ MasterCard-$1,188.01 for books, and previous conference expenses
	+ Elton Lee-$135.00 for mileage to library retreat
	+ Jessica Ketola-$168.00 for mileage and meals for library retreat
	+ City of WSS-$86.10 for monthly water/sewer
	+ Coast to Coast-$143.07 for library informational package bags

Gretchen made a motion to pay the bills, Steve seconded. Bills paid.

Director’s Report:

* Completed filing for E-Rate discount
* Still looking for Jack and Kitty performance sponsor for SRP-FOTL paid deposit.
* HOPA Mountain end of cycle report completed
* ELSA completed
* Completed RAP grant reports
* Completed Bair grant application
* Created volunteer waiver and hour log
* Author Night rescheduled to 3/29 due to weather
* Looking into second Author Night with Cheryl (Cherie) Heser author of “Walking at the Speed of Light”
* 2 kids banned from computer room for one month, candy issues; parents notified and kids are required to complete community service in the library before allowed back in.

Unfinished Business and Updates:

* Director Evaluation; should procedures change? Possibly make it more concise.

New Business:

* + Director time off. Jessica is working with FOTL to ensure coverage on a regular basis.
	+ Steve moved to have the library’s depreciation account to the Bank of the Rockies for ease of access. Elton seconded, motion passed.
	+ Federation Retreat focus was on volunteering and evaluations.

Date of Next Meeting:

Next meeting scheduled for Tuesday, April 10th, 2018

Elton made a motion to adjourn, Gretchen seconded. Meeting adjourned.