**Meagher County City Library**

**LIBRARY BOARD MEETING MINUTES**

**December 14th, 2021**

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

Attendance: Glenda, Carol, Betsy, Bobbie, Elton, Jessica, and guest Brad Sauer

Approval of October & November Meeting Minutes:

* November minutes needed the addition of discussion regarding possible Friends of the Library compensation while covering library shifts. Elton moved to accept the minutes as corrected. Bobbie seconded, motion passed.

Paying of Bills and Financial Report:

* Cash Log income-$58.60 + $83.60
* Deposits to the County Treasurer-$100 + 103
* Bills-
  + Rachel Wahlstrom-$14.48 for cleaning and program supplies
  + Shannon Washburn-$39.36 for program supplies
  + Mastercard-$189.13 for books, movies, subscriptions, and supplies

Director’s Report

* October & November STATS:

14 new cards issued

Storytime- 6 programs 32 attendees

Preschool- 9 programs 54 attendees

Fun 2 Go Bags- 55 made

87lbs donated to the Food Bank

80 reference questions answered

68 1-on-1 tech assistance sessions

Youth Volunteer Hours-6

Book Giveaways-12

Meeting room use-14 (non-Library uses)

* Annual statistics report completed
* Series labeling continuing
* Overdue material listing-state clear out did not completely clean up the system
* CAT Mapping-looking into possibilities with state library-very time consuming
* Christmas Stroll-we had crafts, Santa, vendors, and more
* Gingerbread Party coming up December 21st at 6pm; programs, fun, and treats for all

Friends of the Library Report:

1) Rubber Stamp Library-is completed

2) Next meeting is 1/12

3) $500 was invested in Kanopy

4) Book Review cards starting up-note cards with mini book reviews

5) Book BINGO is happening again this winter

6) Battle of the books-competitive reading program Mary Chapman is doing with the school

7) Friends will be looking into purchasing more MT books for the library

Unfinished Business and Updates:

* HVAC decision-waiting to hear back from Gretchen
* Tech update- Server ordered, new screen ordered for new cataloging computer
* Policy review-updates and changes summarized below
* Building Cleaning-waiting to hear from Dayna/Commissioners

New Business:

* Timesheet review-December overtime-Jessica will check with Dayna
* Upcoming Holidays- Christmas Eve & New Year’s Eve-close at 1pm both days
* Wednesday January 12th coverage for Safety Committee Meeting-Betsy can cover
* Carpet cleaning-Elton moved to have Roy clean the carpets. Betsy seconded, motion passed.
* Marc Steinberg Art Exhibit & Alzheimer Program-definite yes!
* Survey-January is survey time, hours/days were decided as the focus of this year’s survey and it should be dispersed as it was previously

Date of Next Meeting:

Next meeting scheduled for Tuesday, January 11th, 2021

Bobbie made a motion to adjourn. Betsy seconded, meeting adjourned.

**Policy Updates:**

Pg 19, usage guidelines-age inconsistencies

Between pages 21 & 22 insert new Animals in the Library policy

Pg 22-remove last paragraph

Pg 23-remove or change wording to improve overall flow and remove inconsistencies

Pg 28-replace dress code with the County dress code