**Meagher County City Library**

**LIBRARY BOARD MEETING AGENDA**

**April 12th, 2022**

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

**Attendance**

Glenda, Carol, Betsy, Gretchen, Shannon

Gretchen called the meeting to order.

**Approval of Previous Meeting Minutes**

Mar 8, 2022 & Special Hiring Meeting Minutes-Mar 17, 2022- Carol moved to accept the minutes as presented. Glenda seconded, motion passed.

**Paying of Bills and Financial Reports**

* Cash Log Income-$74.80
* Deposits to the County Treasurer-unknown – Rachel & Shannon are still trying to figure out what this means.
* Bills-
	+ Mastercard $8.96
	+ Berg Garage - propane $1696.20
	+ Industrial Towel $31.16
	+ Meagher County News – Library Cards $49.20
	+ Roy Zinke – Carpet Cleaning $500.00

**Director’s Report**

* March STATS:

4 new cards issued

Storytime- 6 programs 34 attendees

Preschool- 4 programs 40 attendees

Fun 2 Go Bags- 20 made

100lb donated to Food Bank

82 reference questions answered

76 1-on-1 tech assistance sessions

Youth Volunteer Hours-5

Book Giveaways-12

Meeting room use-16 (non-Library uses)

* Website updated – It was decided that old brochures and pictures can be removed. - Rachel
* Series labeling continues as new books are added - Shannon
* Summer Reading 2022 planning is continuing – schedule created, prizes ordered/received, CSLP order completed, FOL applying for Town Pump Keep Kids Reading Grant - Shannon
* Alzheimer’s Programming – Steinberg art was displayed – Betsy
* Assistant Evaluations – Jessica left on desk – the board suggested that Shannon & Rachel should open them, make a copy and give them to Dayna.

**Friends of the Library Report**

* Finished up Winter Book BINGO – Prizes were given out to 3 winners.
* Poet Tree is up in the library – people 13 and older can enter contest by hanging a poem “leaf” on the tree,
* Poetry Walk around town is going on
* New Used Book Sale Shelf was added in Wild Oats Baking and seems to be selling well.
* FOL will be donating some books to the RAP Foundation for the creation of a Little Free Library.

**Unfinished Business and Updates**

* HVAC- Bobbie called Josh Paddock and parts have been ordered. Bobbie left a message to check on the status.
* Carpet cleaning - 4/9 & 4/10 – Roy left a note that the carpets were very dirty and may need cleaned 2x per year. Shannon will ask him about price for 2x per year and the board will consider.
* Policy Book signatures – those in attendance at the meeting signed
* Rachel working on using current programs for better receipt/cash handling process – this is on the back burner during the current steep learning curve and busyness.
* Hiring 2 part-time employees – Rachel met a professional cleaning lady with 30 years experience and the board agreed that we could hire her to clean the library and modify the part time jobs to 12 hours each. Rachel will run this by the commissioners next week. Rachel and Shannon have the go-ahead to interview and hire these positions.

**New Business**

* Stats importance? The board is under the impression that these are needed for the State Library – Shannon and Rachel will follow up and find out what needs tracked for them and when/where we need to submit them.
* Gretchen will call the courthouse and make sure they know they can work with Rachel & Shannon on director duties.
* Rachel and Shannon will check with the State Library on a retention schedule of hard copies of library card applications.
* Cleaning and office supplies will not be purchased by the library any longer. We can get these items from the courthouse since the library is a county building.
* Rachel is working with Rebecca to try to get the credit card with only the library name on it.
* Battery-Backup died for the front desk. This is needed to protect the computer. The one we had was much bigger than necessary so Rachel ordered an appropriately sized one from DIS. $80.00
* A schedule is needed for board members to come to the library to sign claims and timesheets. Rachel is checking to see if the county needs them signed or just the library.
* The board decided to pursue having Jacob Cowgill display is RAP photography at the library. Gretchen will write a letter for him for his grant.
* There was some controversy with a book donated by someone from ODO including articles in the newspaper. It is a controversial book and not all members agreed to purchase it. We do have patrons who want to check it out so we will enter it in the system, at least for a short time. We discussed that our donation policy does not require us to put all donations on the library shelves.
* Betsy brought up getting rid of VHS and cassette to make room for more modern technologies in our library. Carol made a motion to remove them from the library give them away to patrons and Glenda seconded it. Motion passed.
* Dayna offered to come to the May board meeting to go over the budget. This meeting will be 2 hours with 1 hour of continuing credit for the board trustees.

**Date of Next Meeting:**

May 10th, 2022 5:30 p.m.

Glenda made a motion to adjourn. Carol seconded it. The meeting was adjourned.