**Meagher County City Library**

**LIBRARY BOARD MEETING MINUTES**

**May 10th, 2022**

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

**Attendance**

Gretchen, Glenda, Bobbie, Carol, Rachel, Shannon, Dayna Ogle

**Approval of Previous Meeting Minutes**

* April 12th, 2022 Board Minutes – Carol made a motion to approve; Glenda seconded. Motion passed.

**Paying of Bills and Financial Reports**

* Deposits to the County Treasurer- $119.62 (Rachel now asks for receipt)
* Bills-
  + DIS $80.00
  + Mastercard $80.21
  + Amazon $61.88
  + Industrial Towels $31.16
  + Rachel Wahlstrom $23.65 (reimbursement)

\*Glenda made a motion to pay bills; Bobbie seconded. Motion passed.

**Director’s Report**

* April STATS:

\*\*Normal stats were accidentally not taken during April amidst the busyness. We are training the clerks to do stats beginning in May\*\*

Preschool – 4 meetings – 46 kids

Storytime – 4 meetings – 48 kids

* Summer Reading Prep continues. Begins June 1.
  + BOR donated $82 for Summer Reading - Shannon went to bank to accept
* Pilcrow Grant Completed & Submitted by Shannon – Friends’ Sponsored
* Cash Box added

**Friends of the Library Report**

* National Geographic magazines for free
* Mary will talk to author requesting book sale/signing space during RAP book sale. She will work with Historical Society to see if they will have a retail space for vendors set up.
* Poet-Tree raffle winners were drawn and prizes were given
* Friends reimbursed Shannon for Summer Reading supplies
* RAP Book Sale will be July 29-30 9:00-1:00pm
* Town Pump grant hopefully submitted
* Rosalie to help when Rachel is gone for training

**Unfinished Business and Updates**

* HVAC-waiting for parts-update from Bobbie: Bobbie called Josh. He is expecting the parts to be delivered and will do the work once they arrive
* Carpet cleaning - Roy offered to do $400 per time if done 2 times per year – The board discussed this and is leaning toward times per year. Shannon will ask for a vote at the next meeting.
* Policy Book signatures were completed and filed.
* Lissa & Claudia have both started working! Hopefully this will allow things to settle down a bit. The board wants nametags ordered for them.
* Schedule needed for board members to sign claims(2x/month) & timesheets(1x/month) – Carol volunteered to do this. Rachel and Shannon will put the date things need signed in the board minutes each month. ***For May, they need signed on the 25th.***
* Hot water fixed by Rooney’s. They said it will likely be an ongoing issue that will need maintained.
* Courier Service – Rachel explained how a courier service would benefit our library. The board is considering budgeting for this in the future.

**New Business**

* Do Rachel & Shannon have authority to weed? Needs to be done as many areas are out of space. Bobbie made a motion to give Rachel & Shannon this authority. Glenda seconded. Motion passed.
* Building potentially not ADA compliant. Rachel is researching grants.
* The evaluations that Jessica left for Rachel & Shannon are not valid because she did not go over them before she left.
* Inventory is supposed to be done every 12-18 months. Rachel is looking in to a more time efficient way to do this.
* We discussed the addition of a board member since Gretchen’s term ends next month. Gretchen also plans to call and discuss absences with Elton since so many meetings have been missed. He may need to step down so we can have a complete board present at meetings. Gretchen will update us later this week so we know how to move forward. If so, Shannon will advertise two positions.
* Budget
  + Dayna Ogle joined the meeting to go over the library budget with the board. She explained where the library’s money comes from and how decisions are made about how it is spent. The board members should earn 1 hour of continuing education for this training.
  + We discussed possible changes for next year’s budget.
  + She said there will be a budget amendment for Jessica’s payout of sick/vacation leave.
  + She explained how some things should be coded differently
  + The budget will be set in August
  + She told us about a $1000 donation that was made to the library that we were unaware of. Rachel and Shannon are getting more information about that so a thank you can be sent.
  + There was confusion about the State Aid & Federation Grants. Dayna stated that they are part of the budget, but what they are used for needs to be specific and documented to the state.
  + The board will need to complete next year’s budget at the next meeting. Rachel will send out a preliminary option for board members to look over and come with thoughts for the June meeting.

**Date of Next Meeting**

6/14/22 5:30 p.m.

Meeting was adjourned.