**Meagher County City Library**

**LIBRARY BOARD MEETING MINUTES**

**February 17, 2015**

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

Attendance: Gordon Doig, Steve Hicks, Elton Lee, Gretchen Rader, Jessica Ketola

Meeting called to order at 5:35 p.m.

Approval of January 13, 2015 Meeting Minutes:

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

Paying of Bills and Financial Report:

* No money spent on Travel Card
* Credit Card received, Report presented and will be reviewed when the first bill is received.
* Claims reviewed:
  + Industrial Towel-$26.31 for lobby mat swap out
  + Triangle-$84.28 for monthly telephone bill
  + City of WSS-$58.06 for monthly water bill
  + Disposal Service of MT-$52.20 for two monthly garbage removal bills
  + Concierge Computer Services-$100 for two monthly bills
  + Jessica Ketola-$332.20 for mileage to two conferences attended this month
  + Northwestern Energy-$1,371.73 for tow monthly electric bills
    - Board showed concern about the electric bill and a possibility of equipment not operating correctly; Elton will get it checked.

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

Librarian’s Report:

* Working on a new complete and comprehensive policy manual as one is not currently uploaded to the Montana State Library and there has not been one found in electronic form yet.
* Moved Non-Fiction and Fiction sections for cohesiveness and removed books from top of shelves
* Got library put on the list to check out a Maker Kit from the State Library in April. The Maker Kit is essentially a huge trunk full of ready-made program activities for the library to use with patrons. It gets checked out to each library for approximately two months.
* Janet changed her mind and opted to not come back for family reasons; no concern at this time as Marissa with REO is learning quickly.
* Attended conferences: Offline in Billings on Feb 6th & 7th and Early Childhood Summit in Helena Feb 12th & 13th. Lots of networking and new information.
* Continuing to work with Judge Wells and Alvin from the courthouse with community service workers.
* Registered for April MLA Conference with credit card but may be receiving a scholarship of $150. Will be notified after March 1st.

Unfinished Business and Updates:

* Several years of books missing from our Hornet Annual collection. Jessica purchased the three annuals the high school had. Jessica spoke with Beth and the senior center board is unwilling to part with their annuals and Mrs. Wilhelm did not want to donate any of her private collection.
* Broken Display Box outside Library Door-ordered better deal from Demco; it just arrived Friday: Steve will come in and Elton is available to help if needed.
* Bill from Logan not yet received: Gretch spoke with Rita (Logan’s mom) and will follow-up with her.
* Patron inquired about voicemail for the library phone: general consensus is that it will create more work than it is worth. Having a recording that states times/hours and to call back then seemed more beneficial.
* Is there already a policy on meal cost when at conferences? There must be one through the county, Jessica will check with Dayna. When traveling, exact time is to be used not estimated to provide compensation for unforeseen events causing traffic delays.
* Friends of the Library Social times/date confirmed; 11:30-1:30 & 4:30-6 on March 25th. Elton spoke with Jason about getting some posters made to post around town as well as put in the newspaper as library has taken responsibility of advertising for the event.

New Business:

* Jessica excused momentarily to allow board time to review written evaluations and combine them into one agreed upon group evaluation. Upon completion of the evaluation, it was unanimously agreed to recommend Jessica Ketola for the salaried Library Director position with a salary no less than that of the previous director which will commence upon the approval of the County Commissioner. Gretchen will get the details on exact salary amount from the courthouse.

Gretchen moved to promote Jessica as stated above, Maggie seconded. Motion approved.

Date of Next Meeting:

Next meeting scheduled for March 10, 2015

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