**Meagher County City Library**

**LIBRARY BOARD MEETING MINUTES**

**March 10, 2015**

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

Attendance: Gordon Doig, Elton Lee, Gretchen Rader, Jessica Ketola and Friends of the Library rep Betsy Hamm.

Started meeting off with Betsy. She requested space be made in library for Friends of the Library to keep records/binders-Jessica will clear and specify space. Update on Social; there will be some snacks provided and Betsy would like posters with our Library’s statistics made up-Jessica will get it figured out. There will also be a speaker coming to All Seasons on April 1st.

Meeting called to order at 5:45 p.m.

Approval of February 17, 2014 Meeting Minutes:

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

Paying of Bills and Financial Report:

* No money spent on Travel Card
* Claims reviewed:
  + Industrial Towel-$17.54 for lobby mat swap out
  + City of WSS-$57.72 for monthly water bill
  + Disposal Service of MT-$26.10 for monthly garbage removal
  + Concierge Computer Service-$100 for monthly contract payment
  + Pierce Metal and Design-$50 for Library sign alterations
  + Disney Movie Club-$40.39 Disney movies auto-billed to county credit card
  + Elton Lee and Jessica Ketola-$156.40 each for mileage reimbursement for retreat
  + Mastercard-$1,568.28 for

MLA Dues

MLA Conference Registration

Magazine Subscriptions through Consumer Reports

Demco Outside Display Box

Demco Book and Library Supplies

Walmart Wireless Mouse

Large Amazon Book Order

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

Librarian’s Report:

* Reviewing libraries’ policy manuals and notes from federation retreat session on policy
* Completed E-rate form 471 with Jack Sterling
* Networking with Experience Works program in Helena and HRDC Youth Employment program for future potential library employment opportunities
* Not selected for scholarship that would apply $150 to MLA conference cost in April
* Will need to get coverage for Friday April 10th as Marissa’s son has an appointment
* Spoke with Sue McCan, she usually facilitates the payment for Consumer Reports as a donation. I gave her a copy of the bill and she will discuss with the group about reimbursing the library since we have already purchased the five year subscription.
* What Can Your Library Do For You?

Unfinished Business and Updates:

* Logan Peirce completed the sign time change but we need to get a bill from him, Gretchen will contact his mom.
* New Display Box outside the library installed by Steve
* Bill from Logan for sign change received, signed, and sent to the courthouse.
* Old Director Laptop password found but all documents had been erased.

New Business:

* Jessica inquired about having some business cards made. Board agreeable-she will work out the details with Jason.
* Association of Rural and Small Libraries conference in October. Attendance question will be answered once we have more information.
* Time sheet preference is up to board-just writing salary and having the correct signatures is good enough for everyone.
* State Library has given the board the deciding vote on whether or not Jessica’s Grad School Classes count for CE credit as they are for a Master’s in Public Administration and not exclusively library related. Board reviewed the class list and agreed to count all classes. Maggie moved to approve Jessica’s Grad School classes for CE credit, Elton seconded. Motion passed.
* Elton will wait until next board meeting to give his report on the Broadvalley Federation Retreat so all board members can be in attendance.
* It is time to review and possibly update Buddy’s contract for computer services. Jessica will locate the contract and bring it to the next board meeting.

Date of Next Meeting:

Next meeting scheduled for April 14, 2015

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