**Meagher County City Library**

**LIBRARY BOARD MEETING MINUTES**

**December 5, 2017**

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

Attendance: Gordon, Elton, Steve, Gretchen, Jessica

Meeting called to order at 5:30 pm.

Approval of October 10, 2017 Meeting Minutes:

Steve moved to approve the minutes, Gretchen seconded. Minutes approved.

Paying of Bills and Financial Report:

* Claims reviewed:
  + Triangle-$100.80 for monthly internet/phone
  + City of WSS-$87.12 for monthly water
  + Industrial Towel-$17.54 for lobby mat swap out
  + Disposal Service of MT-$26.88 for monthly garbage removal
  + Castle Mountain Sales-$50.00 for sprinkler winterization
  + Mastercard-$1043.61 for books, movies, program supplies, toner, and conference
  + NorthWestern Energy-$360.91 for monthly electric
  + Fire Suppression Systems-$39.00 for annual inspection
  + Jessica Ketola-$102.72 for Chico conference mileage

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

Director’s Report:

* Statistics input completed
* Costume recycling successful again this year
* Montana Shared Catalog contract updated, signed, and mailed
* Emergency exit route maps created, laminated, and hung.
* Moving books up on shelves
* Pilcrow Grant (used to be Libri Foundation) received, in book selection in process
* Working with FOTL on next edition of newsletter, printed and distributed by FOTL
* Conference at Chico-Oct 15-16
* Copier had issues: maintenance contract well worth the annual cost.
* Kids learning to shelve books.
* Community service worker complete 16hrs with extra cleaning and organizing.

Unfinished Business and Updates:

* + Paddock Heating and Cooling completed inspection and cleaning.

New Business:

* + Friends of the Library suggested the cost-splitting of the purchase of new folding tables. Board agreeable to the idea. Steve moved to pay for four tables, Gretchen seconded. Motion passed. Jessica will let the Friends know of the approval.
  + Library ok to close early on Dec 13th for Martinsdale community events.
  + Jessica needs carpel tunnel surgery, will have more solid details by next meeting.
  + Member term updates discussed.

Date of Next Meeting:

Next meeting scheduled for Tuesday, January 9th, 2018

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