**Meagher County City Library**

**LIBRARY BOARD MEETING MINUTES**

**December 8th, 2020**

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

Attendance: Gretchen, Bobbie, Glenda, Steve, Jessica

Approval of November Meeting Minutes:

* Steve moved to approve minutes. Glenda seconded, motion passed.

Paying of Bills and Financial Report:

* Monthly bills automatically paid by county reviewed.
* Bobbie moved to swap budgeted amounts from library budget lines 112 & 113. Glenda seconded, motion passed.
* Claims reviewed:
	+ Mastercard-$882.93 for website domain, ink, books, movies, and supplies
	+ Townsend Electric-$924.00 for labor costs for light replacement
	+ DIS Tech-$20.00 for library pc shipping
	+ Rooney’s-$32.72 for chain and padlocks
	+ Meagher County News-$17.50 for library cards and registration forms
	+ Fisher Electric-$417.60 for labor and parts for air intake and outside light fixture
	+ Mathis-$16.28 for cleaning and program supplies
	+ Castle Mtn. Grocery-$7.10 for cleaning supplies
	+ Rooney’s-$318.77 for boiler parts and labor

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

Director’s Report:

• November STATS:

* + 3 new cards issued
	+ Storytime- 2 programs 15 attendees
	+ Preschool Storytime- 3 programs 30 attendees 6 books
	+ Fun 2 Go Bags- 3 days 13 received
	+ Election Themed book raffle-8 participants
	+ 44 reference questions answered
	+ 26 1-on-1 tech assistance sessions

* Inventorying continuing along with re-organizing
* Annual statistics completed
* Book tree up and decorated
* Gingerbread Party upcoming
* Guessing jars weekly for December

Friends of the Library Report

Friends has set up the used book shelves with free Christmas, children’s and young adult books, through December. Restocked weekly or as needed.

Still getting the word out on Kanopy. Thanks to Rachel for her input on the handout for patrons.

Unfinished Business and Updates

* UV Treatment of bare wood out front-too cold for now-Flashing above plywood $500 est
* Continuing COVID safety measures for patrons
* Hole in metal shed-sealed
* Boiler issue resurfaced, but fixed again
* Window washing-estimated to cost $350 due to hard water Jessica double checking
* Hand sanitizer bleaching concrete- cost analyzation forthcoming
* Bollard lights-Fisher to add timer

New Business

* Break-in report- estimates for cost of light and fixing door will be based on estimates
* SimpliSafe or similar camera system being looked into by Gretchen’s son Tom (they came and reviewed what would be needed)
* Carpet Cleaning-Glenda moved to have the carpets cleaned since there was blood spilled during the break-in. Steve seconded, motion passed.
* Holiday closures- 10-1 on Christmas/New Year’s Eves & Closed Christmas/New Year’s Days and the Saturdays following

Date of Next Meeting:

Next meeting scheduled for Tuesday, January 12th, 2021

Bobbie made a motion to adjourn. Steve seconded, meeting adjourned.