**Meagher County City Library**

**LIBRARY BOARD MEETING MINUTES**

**March 8th, 2022**

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

Attendance: Glenda, Gretchen, Carol, Bobbie, Jessica

Approval of Previous Meeting Minutes:

* January 11th, 2022 & Special Meeting Minutes from January 24, 2022- Glenda moved to accept the minutes as presented. Carol seconded, motion passed.

Paying of Bills and Financial Report:

* Cash Log income-$233.70
* Deposits to the County Treasurer-$245.00
* Bills-
  + Mastercard-$845.61 for new books, movies, subscriptions, cleaning/program supplies
  + Amazon-$1,277.78 for books, movies, and supplies for two months
  + Berg Garage-$12.82 for fuel for maintenance machinery
  + Meagher County News-$80.00 for Director Position Advertisements
  + DIS-$84.00 for replacement network switch for adult computer area

Director’s Report

* Dec STATS:

4 new cards issued

Storytime- 6 programs 34 attendees

Preschool- 4 programs 40 attendees

Fun 2 Go Bags- 20 made

100lb donated to Food Bank

82 reference questions answered

76 1-on-1 tech assistance sessions

Youth Volunteer Hours-5

Book Giveaways-12

Meeting room use-16 (non-Library uses)

* Cancelled Disney Movie Club subscription
* Important Dates Calendar updated
* Website updated
* Succession paperwork updated
* Series labeling ever-continuing-binder created
* Summer Reading 2022 planning is in the beginning stages-handed everything over to Shannon
* Policy Book updates completed

Friends of the Library Report:

Set up Steinberg Art Exhibit

Completed painting touch-ups, need plastic liner for chair cubbies-lots of wall damage

Plant start sale

Friends are continuing to purchase MT books for the library on a monthly basis

Next meeting March 30th

Unfinished Business and Updates:

* HVAC –Josh Paddock has been notified that he won the bid and will begin ordering-Bobbie will call and get an update
* Cleaning update-need update on procedure-two options per Dayna-Rachel working on details
* Tech update-new server install process has begun
* Carpet cleaning delayed due to technical difficulties-Roy is keeping us updated
* Policy book signatures
* Hours/Days Survey
* Alzheimer’s Programming-family planning on visiting as well as potential programming with Beth Ammons and Beth Hunt

New Business:

* Timeclock-Rachel exploring free options online
* New director hiring process review-restructuring the positions to accommodate different schedules was discussed and will be decided at future special meeting
* Rachel working on using current programs for better receipt/cash handling process

Date of Next Meeting:

Next meeting scheduled for Tuesday, April 12th, 2022

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