**Meagher County City Library**

**LIBRARY BOARD MEETING MINUTES**

**June 14th, 2022**

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

**Attendance**

Betsy, Bobbie, Rachel, Shannon, Gretchen, Elton, Carol, Glenda

**Approval of Previous Meeting Minutes**

* May 10th, 2022 Board Minutes – Carol made a motion to approve, Glenda seconded, all in favor

**Paying of Bills and Financial Reports**

* Deposits to the County Treasurer-
* Bills- Bobbie made a motion to pay bills, Elton seconded
	+ Triangle Communications $146.57
	+ Amazon Business - $40.01
	+ Meagher County News - $110.00
	+ Rachel Wahlstrom - $22.99

**Director’s Report**

* Budget presentation/discussion – Rachel (2 proposed budgets, grants must be separate budget line)
	+ Finalize Preliminary Budget – Rachel explained budget. Board felt the wage changes were appropriate. They would like to raise the maintenance budget to $3000 instead of $2000 because we were so far over this year. Bobbie made a motion to approve preliminary budget, Glenda seconded. Rachel will submit to Dayna.
* May Stats
	+ Adult – 225
	+ Chrome – 15
	+ Adult Computers – 78
	+ Kids – 63
	+ 1 on 1 – 11
	+ Reference - 14
* Summer Reading has begun – Wednesdays at 11:00 – lots of participation in person(program) and at home(reading charts)
* Pilcrow Grant Books received and displayed/advertised in special spot for the Summer
* Phone Plan Changed - Will save $10-15 per month - People on account now Rachel, Shannon, Dayna
* New Cleaning position hired –Andrea started 6/13 and is doing a great job.
* Hot Spot policy under review – Rachel will be adding a clause stating that a patron will lose privileges if they tamper with the Hot Spot settings in any way.

**Friends of the Library Report**

* Friends decided that they will pay half of the HOOPLA cost($1000) if it gets added to our services.
* Friends will pay for a box ad in the paper for Ben’s work on the landscape and an outdoor sign about the native grasses & wildflowers
* Received the Town Pump Keep Kids Reading Grant for $1000
* Will be adding a Storybook Trail to the book sale this year based on a children’s book with ants.

**Unfinished Business and Updates**

* HVAC-in progress - parts are in back room.
* Carpet cleaning - Roy offered to do $400 per time if done 2x per year – Board decided to stay with 1X per year at this time.
* Schedule needed for board members to sign claims – Thank you Carol for coming in! Next date needed will be 7/25.
* Possibility to add back Mondays(more hours would need to be allotted for Claudia) – due to budget constraints, the board would like to leave open hours as-is for now.

**New Business**

* Board Member Applications – 3 were received (Shannon Graham, Paul Komlosi, Brad Sauer) The board discussed who they would like to offer the position to and Paul Komlosi was chosen by a unanimous vote. Shannon will send letters to all three. One to Paul offering the position(pending commissioner approval) and one to each of the other two thanking them for their interest and stating that we will keep their letters on file for an expected upcoming opening this Fall(Elton is considering stepping down before he goes to Mexico.)
* Landscaping work – Betsy & Elton did a walkthrough discussing what still needs done in terms of landscaping. Betsy did a walk-through with Ben and came up with a plan. Elton will work with Ben to come up with a written contract of sorts and explain that any additions will need to be presented to and approved by the Board. Work is needed on the slope below the shed and in the back. Ben & Betsy are also working on getting rid of the cheat grass. Betsy has already put in 5 hours doing this. Ben is planning to document work that is done and whether it is charged or donated. The prediction at this time is $900 for the coming year including topsoil added to the slope and weed eating around tree fences. Betsy said Ben’s name is already on the plaque at the library.
* Rachel would like to attend MLA. Bobbie made a motion to approve this and Glenda seconded.
* Doig duplicates – do we need to keep these? Betsy and Friends of the Library will take a look and see if they can be sold as special sets or signed copies at the Book Sale.
* Official key log needed. Rachel & Shannon are working on an official key log. The following people are believed to have keys and will be added to the log: Betsy, Elton, Suzie, Mary, Rosalie.
* Shannon & Rachel would like to have headphones and USBs for sale for patron convenience. The board agrees.
* Safety issues – Rachel contacted sheriff – Keeping a small safety-locked pepper spray in a drawer where kids can’t find it would increase safety and comfort of staff. Board approves of this plan.

**Date of Next Meeting**

The next meeting will be July 12, 2022 at 5:30 p.m. at the library

Meeting was adjourned.