**Meagher County City Library**

**LIBRARY BOARD MEETING MINUTES**

**November 15, 2022**

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

**Attendance:** Bobbie, Carol, Elton, Glenda, Paul, Shannon, ABSENT: Betsy

**Approval of Previous Meeting Minutes**

* October 11th, 2022 Board Minutes – Paul made a motion to approve the minutes. Bobbie seconded. Motion passed.

**Paying of Bills and Financial Reports**

* Deposits to the County Treasurer- $266.28
* Bills-
  + Mansfield Library - $45.59
  + First Interstate Bank - $338.84
  + Amazon - $303.17
  + Triangle Communications - $189.38
  + Building Codes Bureau/Boiler Safety - $67.00
  + Rachel Wahlstrom - $270.96

Carol made a motion to approve paying the bills. Paul seconded. Motion passed

**Director’s Report**

* October Stats
  + Adult - 297
  + Chrome -14
  + Computers - 53
  + Kids - 123
  + 1 on 1 - 7
  + Reference - 49
  + New Cards - 9
  + Storytime – 34
  + Preschool - 44
* Christmas Stroll plans
* Bat Week – Last week in October. Bat books out and giveaways from MSL & Storytime

**Friends of the Library Report**

* Hoopla - FOL has committed to funding $1000 of the cost. Kanopy still has about $120 left in the account, it will continue to be offered until those funds run out.
* FOL selected one of the Cowgill RAP photos to use as a silent auction item, with money raised to help with making the front door handicapped accessible. Mary and Suzie will work on this.
* Rachel and Shannon have been working with the prison on making a rolling bookcase and have finalized the plans. Mary wrote the check from FOL and Rachel will send it in once she receives the invoice.
* We selected 2 reading quotes for the bathroom walls. We decided to purchase one first to make they seem to stick OK, then will purchase the second. Dayle is working on the purchase.
* Betsy will contact a few businesses and see if they would be willing to host a box of free paperbacks during Small Business Saturday. These boxes would then be restocked and set out by the Library doors during the Christmas stroll.
* Rosalie and Dayle will set up an area to stamp cards during the Christmas stroll.
* Rosalie talked to the new owners of the Checkerboard Bar to see if they would be interested in hosting a Used Book Sale Shelf. They are interested and she will look for appropriate shelves and purchase a donation box.
* Mary will talk to Nancy Heggen about Battle of the Books, FOL contributed funds last year.

**Unfinished Business and Updates**

* Helen Hanson checking with Rotary for Imagination Library, then we will move forward.
* Housekeeping: Email board if planning to be absent from a meeting & sign emails. Reply all. Also, please email both Rachel & Shannon.
* Still waiting on quote on ceiling- left a message for TJ to ask him to give a quote on closing the gap between library and community room also
* Donations can go to whichever account the board prefers, and needs to be specified on FEE sheet. We can also request A101 and/or cash balance forms before each meeting if the board wants to see these. A101 shows where fees/donations go. Cash balance sheet would show balances in each account. Because of a mistaken account number, donations have been going to an old FOL account. Frisbie donations went into this. It was a coding mistake when Jessica was here so the money that went in there was not FOL related. Do we want to close that and move the money to the depreciation reserve? Bobbie made a motion to close the old FOL account and move that money to the deprecation reserve. Carol seconded. Motion passed. Glenda will write a letter. Shannon will ask Rachel to send specific account numbers to Glenda for the letter. Elton mentioned that we should work to make sure the extra funds at the end of the year are moved to the depreciation reserve. Paul mentioned that the money from the Don Johnston account should have been moved somewhere to pay for AC and we don’t see that in the records. Shannon will check into how that worked.
* Mill-Levy? Paul is beginning to research this. He is planning to meet with Dayna to gather more information. He would like to make sure that any added mill money is added to library funds, not taken out of the budget in another area. We would also need to be clear on exactly how the money would be used and look closely at our policies to make sure that they are very clear before pursuing this.
* Montana Linen changed to 1X per month. Price goes up $13, but still saves around $30 per month.
* Vote to elect Glenda as timecard approver. Paul makes a motion to appoint Glenda as timecard approver. Bobbie seconded. Motion passed.
* Challenge Policy info – Rachel put in a ticket and board members will receive an email to set up their OKTA accounts for CE credits.
* Elton has stepped down as Board Member since he will be gone for many months per year. The board will begin the process of finding a new board member. Shannon will look into how to proceed with finding someone to complete his term. Elton will write a letter.
* Window coverings for community room are a possible need. Tabled until next month.

**New Business**

* Adding Courier Service($1300 annually- $463.02 set aside for us)/Partners – Bobbie made a motion to join Partners & Courier. Elton seconded. Motion passed.
  + Policy update to match Partners – New books & TV need to change to 14 days
  + Added No Smoking policy to match Montana Indoor Clean Air Act
  + Potentially charging for ILL? Table this discussion to see what happens as we transition to Partners. If ILL dwindle, this could potentially become a non-issue. Re-evaluate after Partners is up and running.
  + Add $2 reissue card fee – wait and see if it becomes an issue.
* Adding HOOPLA - $1000, FOL will pay other $1000 - Paul would like data on how often MT Library to Go is used to gauge how HOOPLA would be used. Shannon will check to see if we can get this data. The board would like to consider this and return to the discussion next month and Shannon will gather more information about how payment would work.
* Legislative Bill # LC344 – coming up this session.
* The patron computers are very old and not working well. We are considering swapping them out for chromebooks, but there is a potential offer of 3-4 year old computers from Triangle so we will wait and see if that happens before making decisions. The board would like to know if the staff computers are also this old. Shannon will find out.
* CE for Board Members – OTKA login & could get CE credits from challenge process webinar and training – We will put in a ticket and you will receive an email with login information.

Bobbie made a motion to adjourn. Paul seconded. Motion passed.

**Date of Next Meeting**

December 13th at 5:30