**Meagher County City Library**

**LIBRARY BOARD MEETING MINUTES**

**July 14, 2015**

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

Attendance: Gordon, Elton, Steve, Jessica

Meeting called to order at 5:33 p.m.

Approval of June 9, 2015 Meeting Minutes:

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

Paying of Bills and Financial Report:

* Claims reviewed:
  + Industrial Towel-$35.29 for lobby mat swap out (two months)
  + Concierge Computer Services-$135.00 for monthly bill and new router
  + City of WSS-$64.05 for monthly water bill
  + Disposal Service of MT-$26.10 for monthly garbage removal bill
  + North Western Energy-$517.55 for two monthly bills
  + Triangle-$169.44 for two monthly bills
  + OverDrive-$760.00 for annual payment of MTLibrary2Go content
  + Brodart-$7980.00 for annual McNaughton subscription
  + Great Falls Tribune-$293.74 for annual subscription
  + Castle Mountain Sales-$17.50 for sprinkler maintenance
  + Like Your Shag-$172.50 for carpet cleaning
  + Superior Business Equipment-$396.90 for copier contract renewal

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

Librarian’s Report:

* Completed carpet cleaning project with Roy
* Retrieved free external book drop from Billings-need to figure out better placement
  + Book drop placement was decided-will be moved onto library lawn, across sidewalk and a few feet closer to building entrance
* Scheduled Ambulance and Fire Department for SR Program
* Signed and mailed public library standards
* In process of completing Federation Expenses online

Unfinished Business and Updates:

* + Computer service information update-Jessica will contact Jim McDanel
  + Summer Reading-numbers are still lower than previous years but increasing
  + A/C issues-Waiting for Larry Johnson to get back to town, may utilize Brian Fisher if any interim issues come up
  + Flowers-Ken from the courthouse completed the planting of the flowers outside the library

New Business:

* External book drop placement-discussed above
* Superior Business Equipment-Jessica received a bill and was unsure what exactly the library was paying for with the annual contract. Jessica spoke with SBE and found out the details: the library owns the copier and pays an annual amount that includes toner and any possible service needs. For service calls without contracts the cost per hour is typically $120-$140 per hour plus parts; with this information, the board decided to renew the service contract.
* Jessica inquired as to the purpose of the extra phone line, 547-3818, that costs nearly $40.00 per month and has not been utilized over the past year. The board was unaware of the lack of usage and stated it was requested by a previous director who worked in a back office regularly. Jessica suggested disconnecting that line as it has only received one call in the past year and that was a fax sound. The board agreed and Jessica will call Triangle to have that line disconnected.

Date of Next Meeting:

Next meeting scheduled for August 11, 2015

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