**Meagher County City Library**

**LIBRARY BOARD MEETING MINUTES**

**June 9, 2015**

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

Attendance: Gordon, Elton, Steve, Maggie, Gretchen, Jessica

Meeting called to order at 6:03 p.m.

Approval of May 12, 2015 Meeting Minutes:

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

Paying of Bills and Financial Report:

* No money spent on Travel Card
* Claims reviewed:
  + Industrial Towel-$17.75 for lobby mat swap out
  + Concierge Computer Services-$100.00 for monthly bill
  + City of WSS-$68.82 for monthly water bill
  + Disposal Service of MT-$26.10 for monthly garbage removal bill
  + Meagher County News-$21.25 for donation announcement
  + Rooney’s-$33.09 for light bulbs and door knob
  + Children’s Book of the Month-$37.46 book purchases
  + Mathis-$41.55 for extra cleaning items
  + Montana State Library-$1,792.63 for MT Shared Catalog renewal
* MasterCard-$172.60 for
  + Amazon purchases
  + Wal-Mart cleaning and book supplies
  + Lunch during MSC conference

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

Librarian’s Report:

* Created weekly cleaning charts for restrooms
* Reached over 20 CE credits for each of the four categories
* Applied for certification
* Completed final E-Rate paperwork for 15-16 fiscal year
* Assisted Friends with set up of Universal Class
* Scheduled Smokey the Bear and Sheriff’s office for summer reading program
* Spoke with health nurse about cleanliness complaint
  + She liked the restroom charts, especially with the added wording asking people to notify staff
  + She also suggested carpet cleaning, or new carpet squares, as a possible solution to the constantly dirty looking floor

Unfinished Business and Updates:

* + Mary Chapman has begun working
  + Gretchen will create letter for Buddy regarding contract

New Business:

* Girl Scouts will be planting flowers soon. The library will pay for the plants as well as an extra $50 for the care of the flower beds throughout the summer
* Board reviewed the Public Library Standards set forth by the Montana State Library. Maggie moved to affirm the standards, Gretchen seconded. Standards are affirmed.
* New letter of complaint discussed-Library Director already addressed
  + Board decided to have carpets cleaned in children’s and computer areas
  + Jessica will call Roy Zinke

Date of Next Meeting:

Next meeting scheduled for July 14, 2015

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