

Pelican Rapids Public Library Board Minutes  
June 2, 2014 at 5:00 pm

Those Present:

T. Thorson Chair  
C. Markgraf Board Member  
R. Rotvold Board Member  
W. Runningen Board Member  
M. Sorum Interim Secretary,  
Peg Werner Director of Viking Library System  
Sue Seifert Community Member  
K. Knuteson-Olson Friends Co-President

**Agenda:**

Amended to include comments section under the chair's discussion.  
Motion by Rotvold to approve amendment. Second by Markgraf. Passed unanimously.

**May Minutes:**

Motion by Runningen, second by Rotvold to approve as printed. Passed unanimously.

**Bills:**

After review, motion by Markgraf, second by Runningen to approve for payment as printed. Passed unanimously.

**Financial Reports:**

The financial reports for the months of May and April were reviewed. No board action required.

**Friends Update:**

Wrigg and K. Knuteson-Olson presented a report of friends activities. No board action required.

**Foundation Update:**

None.

**Director's Report:**

a) Building: The roof cap and a number of shingles have blown off. The roof cap in the northeast corner is entirely gone. Wrigg notified the city specifically, Brian Olson, after the rain this past Saturday night. Board

members expressed concern that water damage to the interior may result. Wrigg will follow up on June 3<sup>rd</sup>.

b) The air conditioning system is on and set at 74 degrees which is warmer than in past years to conserve energy and expense.

c) Wrigg will be following up on the repair necessary after the frozen water lines this past winter to the sprinkler system.

d) Summer Reading programs for all patrons begin Wednesday, June 4<sup>th</sup>.

e) The annual employee right to know seminar was completed as were staff evaluations.

f) Time cards for full-time employees have become an issue. Specifically, calculation of compensatory time on days these employees work more than eight hours. Werner requested to address the board at this time. Discussion followed her remarks. State statutes and city policies were reviewed.

- The board chair will appoint an ad hoc personnel committee (2 people) to review time cards and communicate with city personnel as needed on this issue.
  - Motion by Runningen that compensation by full time employees shall be based upon a 40 hour work week with overtime to be paid only after hour 40 each week. Further, that in so far as possible, overtime shall be reviewed in advance by the ad hoc committee. Second by Rotvold. Passed unanimously.
  - Motion by Runningen, second by Markgraf that the library personnel policy shall be amended to reflect the above stated motion herein. Passed unanimously.
    - The chair shall write a letter to the city administrator informing him of these actions.

g) Director presented an update on programming and Dynex.

h) Holiday closing

Upon a request by staff and the presentation of statistics, motion made by Rotvold, second by Markgraf to close the library Saturday, July 5<sup>th</sup>, 2014 as part of the holiday weekend. Passed unanimously.

#### **Chairman's Discussion:**

Draft of bylaws presented for first reading. Discussion held and revisions suggested. The final draft will be brought forward for board approval at the July meeting.

Comments made regarding patron concerns. No board action required.

Motion to adjourn by Runningen, second by Markgraf. Passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mary Sorum". The signature is fluid and cursive, with a large initial "M" and "S".

Mary Sorum  
interim secretary

The Library Board will next convene on July 7<sup>th</sup>, 2014 at 5:00 pm