

Library Board Meeting

Levorsen Community Room

Pelican Rapids Public Library

Monday December 4, 2013 5p.m.

Present: Ruth Holmgren, Teresa Thornton, Mary Sorum, Roger Rotvold, Curt Markgraf & Annie Wrigg

Absent: None

Visitors: None

1. Approval of agenda: Wrigg requested that item c. A motion for the special project coordinator's job to become full time on January 1, 2014 be added to the agenda. Holmgren made a motion to approve the amended agenda and Markgraf second the motion. The motion passed unanimously.

2. Approval of the November 2014 Minutes: Motion by Markgraf and second by Rotvold to approve the Minutes. Holmgren stated that second by Holmgren had been omitted on typing the motion by Thornton to close the library from January 6, 2013 to January 21, 2014. The minutes were approved unanimously with the correction.

3. Approval of the bills: Rotvold made a motion to pay the bills and Holmgren second the motion. Wrigg explained the 6 yearly payments to Viking Library System. Motion passed unanimously.

4. Financial Report: Year-to-date Financial Report (Wrigg): There was no report as it was too early for completion. The report will be emailed to board members when it is completed.

5. Friends Update: No report

6. Foundation Update: No report

A formal letter will be sent to the each member of the foundation requesting funds for the shelving/flooring project.

7. Director's Report (Wrigg)

a. Shelving:

Wrigg gave a report on how the shelving project is progressing. Nothing is being placed in storage. Everything that needs to be moved is being shifted so patrons still have access to all of the library's inventory.

Starting today (December 4) items are due January 21, 2014. The drop box will be emptied every day during the library's closing.

Sorum called for a vote on the motion made by Rotvold and second by Holmgren to go ahead with the flooring order that was left open for discussion at the November meeting.

Unanimously approved the ordering the Vulcano flooring.

The VFW donated \$500 for an area rug or a large rocking chair for the children's area. Holmgren will send a thank you note.

b. Moving January 6, 2014: Because of the starting of the shelving/flooring project on the January 6th meeting date Wrigg asked that the meeting date be changed. The board decided to meet on January 2, 2014 at 5p.m.

c. Special project coordinator to full time: Markgraf made a motion and Thornton second the motion to increase the special projects coordinator's position to full time as of January 1, 2014. The increase in hours is due to workload and job description. The motion passed unanimously.

8. Chairman's Discussion: Wrigg informed the board that the fire alarms and the furnaces have been checked by Climate Makers and the heat tape is installed and working.

Sorum reminded the board that election of officers takes place at the January board meeting.

9. Next Meeting: Rotvold moved to adjourn and Thornton second the motion. The motion passed unanimously. The next meeting is Monday January 2, 2014 p.m.

Respectfully submitted

Ruth Holmgren

Secretary