

Library Board Meeting

Levorsen Community Room

Pelican Rapids Public Library

Monday, October 7, 2013 5pm

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

Absent: Ruth Holmgren

Visitors: none

1. Approval of agenda: Motion by Rotvold, second by Thornton. Passed unanimously.
2. Approval of the September, 2013, board meeting minutes: Motion to amend by Thornton to correct her name. Second by Markgraf. Motion to amend minutes passed unanimously.
3. Approval of the bills: Discussion and review followed by a motion by Thornton, second by Markgraf. Motion to approve and pay bills passed unanimously.
4. Financial Report: Per Wrigg, the year-to-date reports for August and September, 2013 were presented. Discussion followed. Motion by Markgraf, second by Rotvold to accept the financial reports as printed.
5. Friends Update: The Pelican Rapids Public Library board sincerely thanks the Friends for their contribution of \$12,500 to be used to replace shelving in the children's area.
6. Foundation Update:
Wrigg will meet with Chet Nettetstad regarding a possible contribution from the Foundation toward shelving and flooring in the children's area.
7. Director's Report (Wrigg)
 - a) 2014 budget will be presented to the board at the November 4th, 2013 meeting
 - b) New outdoor lighting has been installed and paid for by the city. Thank you to the city for this much needed improvement.
 - c) The Long Range Plan has been updated and will be presented to the Board for approval at the November 4th, 2013 meeting.
 - d) Shelving, once ordered, will take approximately 10 weeks to arrive.
Flooring: Nelstrom's recommended 9"x72" laminate planks. Quotes have been received in 3 parts:
 - 1) children's area only \$8,885.00
 - 2) circulation desk area \$2,054.50
 - 3) Both areas: \$10,939.50

Nelstrom's tell us this laminate should be very compatible with the in-floor heat and should stand up well to heavy use.

Blinds: If funds allow, designer roller shades would replace the current blinds at an approximate cost of \$1,075.

Continued discussion: 1/3 of our total collection would be out of circulation for about two weeks. Therefore, the proposal made by Wrigg is to close entirely from Jan. 6th to Jan. 21st, 2014. Inventory will also be conducted during the closure if approved.
- e) Computer software update: During the period of the closure, all new public computer software will be installed.

f) Closure issues: Hopefully, the Website will be operational to assist in public information regarding the closure. Also the time limits on checked-out items will be raised and fines on overdue items will be suspended.

g) Maya bus trip: Seats are still available for the trip to Minneapolis on October 19th. This is a free trip for patrons with funding provided by Minn. Legacy Fund.

h) Due to the closure, Hot Reads for Cold Nights Adult reading program will not be done this year.

8. Chairman's Diss.: None

9. Next meeting: Nov.4th, 2013 @5pm.

10. Motion to Adjourn by Thornton Second by Markgraf. Approved unanimously.

Respectfully submitted,
Mary Sorum
Acting Secretary