

Library Board Meeting  
Levorsen Community Room  
Pelican Rapids Public Library  
Monday February 3, 2014

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

**Absent:** Roger Rotvold

**Visitors:** None

1. **Approval of agenda:** Sorum made a motion to approve the agenda and Holmgren second the motion. The motion passed unanimously.
2. **Approval of the January 2014 Minutes:** Motion by Markgraf and second by Sorum to approve the Minutes. The motion passed unanimously.
3. **Approval of the bills:** Sorum made a motion to pay the bills and Holmgren second the motion. Motion passed unanimously.
4. **Financial Report: Year-to-date Financial Report (Wrigg):** Wrigg presented the December Budget update and explained the Transfer from other funds and Equipment/ Capital Outlay line items. The report was placed on file. January Financial Report was not available because of meeting time.
5. **Friends Update:** No report. Friends will be meeting on February 24<sup>th</sup> at 10 a.m. to make decisions about the Once Upon a Table fund raiser.
6. **Foundation Update:** The Foundation will be holding the annual meeting tonight (February 3rd).
7. **Director's Report (Wrigg)**
  - a. **Shelving:** The children's area shelving and flooring project is completed and the library reopened on time. The computers were updated – Office 2002 to 2013, XP to Windows 7. Marty's Electric completed balance and lighting works. The rocking chair hasn't been purchased. Area rugs and blinds would be make the area complete.  
The project report:  
Income:  
\$ 9,000.00 The Library Foundation  
12,500.00 Friends of the Library  
5,000.00 Carlton Onsum  
500.00 American Legion Post 25  
500.00 VFW Post 5252 (designated for a rocker)  
717.00 Personal gifts  
\$ 28,217.00  
5410.55 Library money market into general fund  
\$33,627.55  
  
Cost of project \$33,627.55
  - b. **Boiler update:** Climate Makers checked out the boiler situation and the pump that went out has been replaced. There is a problem with the boiler relay and pressure value which is being fixed. Presently the temperature in the library is holding correctly.  
The heat tape is working, but there has been a noticeable increase in the electric bill.

c. **Other items** Personnel = Sarah Davis is working full time. Story time is back as of today (Feb. 3<sup>rd</sup>). The township letters have been sent to the 10 townships. The number of patrons has decreased as of December 2013, but the circulation is up (over 252 items)

**8. Chairman's Discussion:** Holmgren will be attending the Northern Lights Library Network meeting on February 15<sup>th</sup>. NLLN is hosting an opportunity for area library personnel to meet with legislators prior to Legislators Day at the Capital to voice their concerns regarding libraries in Minnesota..

**9. Next Meeting:** Sorum moved to adjourn and Holmgren second the motion. The motion passed unanimously. The next meeting is Monday March 3, 2014 5p.m.

Respectfully submitted  
Ruth Holmgren  
Secretary