

Library Board Meeting  
Levorsen Community Room  
Pelican Rapids Public Library  
Thursday January 2, 2014

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

**Absent:** Mary Sorum

**Visitors:** None

**1. Approval of agenda:** Wrigg requested that item c. A recommendation of 1.5% pay raise for the staff be added to the agenda under Director's Report. Markgraf made a motion to approve the agenda as amended and Rotvold second the motion. The motion passed unanimously.

**2. Approval of the December 2013 Minutes:** Motion by Markgraf and second by Thornton to approve the Minutes. The motion passed unanimously.

**3. Approval of the bills:** Thornton made a motion to pay the bills and Rotvold second the motion. Motion passed unanimously.

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

**5. Election of officers:**

- |                    |      |      |      |
|--------------------|------|------|------|
| a. Mary Sorum      | 2012 | 2013 | 2014 |
| b. Roger Rotvold   | 2012 | 2103 | 2014 |
| c. Curt Markgraf   | 2013 | 2014 | 2015 |
| d. Ruth Holmgren   | 2014 | 2015 | 2016 |
| e. Teresa Thornton | 2014 | 2015 | 2016 |

Rotvold made a motion to cast a unanimous vote for the following slate of officers.

President – Teresa Thornton

Vice-President – Roger Rotvold

Secretary – Ruth Holmgren

Bill Checker – Curt Markgraf

Member at large – Mary Sorum

It was second by Markgraf and passed unanimously.

**6. Friends Update:** No report

**7. Foundation Update:** The Foundation donated \$9,000.00 to the children's area project.

**8. Director's Report (Wrigg)**

**a. Shelving:** The American Legion has donated \$500 to the shelving/flooring project. Wrigg gave a report on how the shelving/flooring would progress. The flooring is to be moved into the building Saturday (4<sup>th</sup>) to get adjusted to the building. The shelving not being relocated in the building is being removed. Monday (6<sup>th</sup>) the carpet will be removed. Tuesday the staff will start working on inventory and shifting collections. The shelving will be installed starting the 13<sup>th</sup>. The walls in the area of the project have been painted by Wrigg and Davis.

**b. Moving January 6, 2014:** Everything in the area of the shelving/flooring area will be moved out by January 6<sup>th</sup> with most being done after closing on January 4<sup>th</sup>.

There were some boiler problems on January 2, Jake from Climate Makers has been here and will be returning to check the problem further.

The heat tape has been inspected by the State and is doing its job.

**c.** Wrigg recommended that a 1.5% raise for the staff be approved. Wrigg provided the board with the Wage Levels for the Library Employees. Markgraf made the motion to give the staff a 1.5% pay increase and Rotvold second the motion. The discussion was that 1.5% was the raise granted to the other city employees and the raise worked with the budget. The motion passed unanimously.

**8. Chairman's Discussion:** None

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

Respectfully submitted  
Ruth Holmgren  
Secretary