

Library Board Meeting  
Levorsen Community Room  
Pelican Rapids Public Library  
Wednesday March 6, 2013 5 p.m.

Present: Scott Fox, Ruth Holmgren, Theresa Thornton, Kris Thompson, & Annie Wrigg  
Visitors: None

1. Approval of agenda: Thompson made a motion to accept the agenda. Holmgren second the motion. Motion passed unanimously.

2. Approval of the February 2013 Minutes: Motion by Thompson and second by Holmgren to approve the Minutes. Motion approved unanimously.

3. Approval of bills: Bills were reviewed by Thornton and approved on a motion by Thornton and second by Thompson.

4. Financial Report: Year-to-date Financial Report (Annie): Holmgren moved to accept the Financial Report and Thompson second the motion. Motion passed unanimously.

5. Friends Update:

a. Book Truck: Because of the weather conditions the truck will not be opening until the end of May or maybe June.

b. Once upon a Time June 8th, 2013 Faith Church: The fund raiser is progressing as planned. Friends will meet in April and finalize the event.

6. Foundation Update:

1) The Foundation held its annual meeting on February 27th. Officers were elected Chester Nettetstad Jr. – Chairman; Pat Kreckelberg – Vice-Chairman; John Keopcke – Treasurer; Rita Hayek – Secretary; Lloyd Nelson – Director at Large.

2) The Foundation board voted to pay \$1,427 to Viking Library System for Overdrive.

3) Another Walk-a-thon is being planned for June 8th.

5. Director's Report (Annie):

-a. Building Update:

1) The air handlers are working well. Climate Makers have not had to be called for anything.

2) The carpet was cleaned on February 16th.

-b. Volunteer Update:

1) This month there were 8 volunteers (4 adults and 4 under age 13 students) and they volunteered for 127 hours.

2) The court service individual has been doing massive cleaning in the library.

3) The library had 7,117 patrons visit the library and 9,389 items were checked out.

-c. Women's Spa night March 21 at Trinity Church:

1) The library will have a booth at the Women's Spa night. Librarian Sarah Davis is working on a poster board of the services at the

library and a power point will also be used. Friends of the Library will set up, man, and take down the display.

2) The final Hot Reads Cold Nights Books and Brunch will be March 22. Friends has voted to host 3 Books and Brunches in the summer.

3) The kickoff for the Children's summer reading program as been held and Sarah is finalizing the program for Pelican.

4) Zinio Digital Magazines is up and running.

-d. Job Description Updates:

1) Librarian Kari will not be returning as of April 1. 2013.

2) Annie is placing an ad for her position in the Pelican Press and applications will be received until March 30th.

3) The board voted unanimously on a motion made by Thompson and second by Holmgren to make changes to the job descriptions for Circulation Librarian, Cataloging Librarian, and Children's Librarian/Special Projects Coordinator as recommended by Annie.

6. Chairman's discussion: Nothing was discussed

7. Next Meeting: Holmgren moved to adjourn and Thompson second. Passed unanimously. The next meeting is April 3, 2013 5 p.m.

Respectfully submitted  
Ruth Holmgren  
Secretary