

Library Board Meeting
Levorsen Community Room
Pelican Rapids Public Library
Wednesday April 4, 2013 5:30 p.m.

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

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

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

3. Approval of the bills: Thornton reviewed the bills. Thornton made a motion to pay the bills and Thompson second it. Fox asked if Annie had cut any periodicals and she said 12. Motion passed unanimously.

4. Financial Report: Year-to-date Financial Report (Annie): Most every item is under budget. Thompson moved to accept the Financial Report and Sorum second the motion. Motion passed unanimously.

5. Friends Update:

-a. Newsletter Update: Annie reported on the postal department's new requirement of having the newsletter printed on 28 pound paper or placed in envelopes. This would mean the cost of the newsletter would double. Members of the board asked question and offered possible ways to reduce the cost. Hopefully Friends will find a cost effective way to publish the Newsletter.

-b. Once Upon a Time June 8th, 2013 Faith Church: Planning continues with a meeting scheduled for April 8th.

6. Director's Report (Annie):

-a. Building Update:

1) Water damage from ice buildup on the roof has caused considerable damage in 4 areas of the library. The insurance adjuster has been to the library to assess the damage. Service Master has torn out the sheetrock in the areas affected, but aren't available for at least a month. Therefore, quotes are being asked for to repair the damage. We have \$250 deductible on the repairs. There was no mold found.

2) Marty's Electric is replacing the ballasts and burned out light bulbs. The ballasts and the lights are being dated to monitor how long they last. There is concern there may be problems with the wiring.

-b. Job Opening Update:

1) The job opening closed on March 29th. There were 6 applications turned in and 3 applicants will be interview starting this week. Annie hopes to have someone hired by the middle of next week.

2) Hot Reads is completed and summer reading is about planned.

3) Zinio Digital Magazines has 277 patrons enrolled with 3,000 magazines loaded according to .Peg Warner at Viking Library. Very little advertising has been done.

Annie said it is easiest to have the librarians get patrons set up than attempting to do it on their own.

4) Maplewood, Norwegian Grove, and Pelican townships have sent donation checks.

Scambler township has voted to donate \$600, but a check has not been received.

5) The state library report has been filed. Two interesting facts from the 2012 were:

a) circulation was up by 6%

b) 999 non-library functions were held in the 2 meeting rooms and 2 study

rooms

-c. Inclement Weather Closing:

1) Annie explained the different times when the library was closed because of weather and she would like a policy for the library closing because of inclement weather. Fox request that Annie try to have a policy for

the board to review at the next meeting.

7. Chairman's discussion:

Nothing was discussed.

8. Next Meeting:

Sorum moved to adjourn and Holmgren second. Passed unanimously. The next is May 1, 2013 5:00pm

Respectfully submitted

Ruth Holmgren

Secretary