

Library Board Meeting
Levorsen Community Room
Pelican Rapids Public Library
Wednesday May 1, 2013 5:30 p.m.

Present: Ruth Holmgren, Theresa Thornton, Mary Sorum, & Annie Wrigg

Visitors: None

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

2. Approval of the April 2013 Minutes: Motion by Thornton and second by Holmgren 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 Holmgren second it. Motion passed unanimously.

4. Financial Report: Year-to-date Financial Report (Annie): Periodical were cut to \$300. Discussed the income from the townships; there are 10 townships of which 6 have donated, 3 will not be donating and 1 has not sent the township's check. Holmgren moved to accept the Financial Report and Thornton second the motion. Motion passed unanimously.

5. Friends Update:

-a. Once Upon a Time June 8th, 2013 Faith Church: No report just reminder as to the fundraiser. The next Friends meeting is May 20th.

6. Director's Report (Annie):

-a. Building update:

1) Insulation is in and will sheetrock a week from Saturday. The room will be painted. Roofing/heat tape is being looked at and would be part of the 2014 budget.

-b. Job Opening Update:

1) There were 3 applicants interviewed. Melanie Rieken was hired.

-c. Inclement Weather Policy:

1) The Pelican Rapids Library may be closed when inclement weather creates hazardous road conditions that make driving unsafe for patrons and staff. The decision to close the library will be made by the Library Director based on weather reports, school closing announcements, and road information available on the Minnesota Department of Transportation website.

The Director will notify all staff members scheduled to work, as well as the Chairman of the Board of Trustees. When possible a "Library is Closed" sign will be posted on the entrance to the library building. Other public notification may include alerting local media, City Hall, and others as necessary.

No fines will be charged when the library is closed because of inclement weather.

A staff member will come by to empty the book drop once the roads are passable to protect library-related materials from weather-related exposure.

Adopted by the Pelican Rapids Library Board of Trustees 1 May 2013.

Thornton made the motion to adopt the inclement weather policy and Holmgren second the motion. The motion passed unanimously.

-d. Summer Reading:

i. Summer Reading Kickoff Date for Children's Program May 29th This involves children from birth to 6th grade. Sarah will be going to the elementary school to talk to each class about the summer reading program.

ii. Summer Reading Kickoff Date for Adult Program June 3rd.

iii. The Friends will be providing food for Books & Brunch on June 28, July 26, and August 23rd. This will be held at 9:00A.M.

iv. Volunteers needed all summer, especially June 4-June 28. Julie will be gone on a mission trip. She usually works 25 hours. Anni is checking to see if Kay Albright could be hired to fill in for Julie as Julie was hired to take Kay's place when Kay retired.

-e Website update:

1) Lana Grefsrud is working on the library and foundation website. We have no website as it crashed. Anni will keep us informed on the progress.

2) Anni attended a meeting at Vikings. She took part in a demo of Enterprise discovery layer software. A system that will make it possible to use a credit card to pay for items at the library, catalogue will be easier, plus other time saving items.

-f. Board resignations:

1) Kris Thompson has resigned. Kris's term has 11/2 years left to serve.

Scott Fox's term was for three years. Sorum and Annie will make some contacts to find replacements for Thompson & Fox.

2) No memorial was given for Scott Fox at this time. Annie is checking on possibly planting a tree or rose bush. She will let us know what is decided. The library was closed from 1-4 P.M. so the staff could attend the memorial service.

6. Chairman's discussion: Holmgren gave an update on Northern Lights Library Network. She will be attending the upcoming board and annual meeting.

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

Respectfully submitted
Ruth Holmgren
Secretary