

Library Board Meeting  
Levorsen Community Room  
Pelican Rapids Public Library  
Wednesday, September 4, 2013 5pm

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

**Absent:** Roger Rotvold

**Visitors:** Peg Werner and Glenys Ehlert

**1. Approval of agenda:** Holmgren made a motion to accept the agenda. Markgraf second the motion and the motion passed unanimously.

**2. Approval of the August 2013 Minutes:** Motion by Thornton and second by Markgraf to approve the Minutes. Motion approved unanimously.

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

**4. Financial Report: Year-to-date Financial Report (Annie):** The financial report was not available because of Labor Day the report was not completed yet.

**5. Friends Update:** Wrigg and Holmgren attended the annual meeting on August 15<sup>th</sup> which was attended by about 30 people.

a. The Friends of the Library made an additional donation to the Library from the Book Truck. The Book Truck is now closed for the season. The group is looking for a place to store the truck inside as the storage outside is hard on the exterior shelving. They are greatly appreciative of Evenson Trucking for storing it in their lot for Friends.

b. With the fall newsletter people can begin signing up to have a table at the second Once Upon A Time theme tables fundraiser to be held on June 21, 2014.

c. Officers were elected for the next year with the same slate as this year accepting the jobs.

d. The program was Digging into History with David and Nadine Brown giving presentation on the Minnesota Woman and Marcus Hanson.

e. Holmgren shared copies of The Friends annual financial report and gave board members thank you digging into 1986-89 library history book markers that were given to volunteers at The Friends meeting.

**6. Foundation Update:**

The Foundation Walk scheduled for September 14<sup>th</sup> has been changed because of the dance teams walk on that date. As of now no date has been finalized.

**7. Director's Report (Annie)**

**a. Budget Update:**

1) Wrigg did not have the budget for 2014 available yet. It will be presented at the October meeting.

2) The city council has agreed on the following items concerning the library:

a. The city has increased the libraries budget by \$8,000 the first time in 5 years.

b. The city has established that the city is responsible for the exterior structure of the building and the library is responsible for the interior of the building.

c. The city will be dealing with the roof of the library in 3 to 5 years with a budget amount of \$20,000 set aside each year for this project.

d. The 5 exterior lights will be replaced this year with more cost effective lights.

e. Heat tape will be installed before winter to hopefully solve the winter ice problem.

**b. Shelving:**

The shelving in the children's area needs to be replaced.

1) A quote has been obtained from Jones Library Sales. Wrigg received input from Peg Werner of Viking Library System on the type of shelving to install in the children's area. The quote is for 12 sections of wall shelving, 9 sections of picture book shelving, and 11 sections of juvenile shelving. The quote was for \$21,088. The quote also showed the increased shelving space the library would gain.

2) Flooring was also discussed by the board. The flooring in the children's area needs replacing and when the shelves are replaced would seem to be the best time to replace it. Wrigg was instructed to check with Nelstrom Flooring and get a quote as to cost of replacing the carpet in the children's area.

3) Ways of pay for this project were discussed. Markgraf made a motion and second by Holmgren that we table the shelving/flooring project until the October 7 meeting when both quotes would be available and a meeting be scheduled with The Library Foundation for their input. Motion passed unanimously.

**c. Other items:**

1) Wrigg requested that Pelican Rapids Library be closed on Saturday October 19<sup>th</sup> so the entire staff can go on the legacy funded bus trip scheduled to the Minnesota Science Museum to see the Maya: Hidden Worlds Revealed program. There will be 55 seats available on the bus and the cost for transportation and admission is free to everyone. Holmgren made a motion to close the library for the two hours on October 19<sup>th</sup>. Thornton second the motion and the motion passed unanimously.

2) Doug Ohman (photographer) will be at the library on October 21<sup>st</sup> at 1pm giving a presentation on State Parks. He has published several Minnesota Byways books including Prairie Lake Forest - Minnesota's State Parks.

8. Peg Werner, Viking Library System Director was present for her yearly visit to the library boards in the Viking System. Warner's presentation was on the funding the libraries in Viking Library System receive from the county and the state and what the money is used to pay. She explained the services Pelican Rapids receives from Viking Library System for their share of the money. Warner also explained that Viking Library System operates on State funds not County Funds.

9. **Chairman's discussion:** No discussion

10. **Next Meeting:** Thornton moved to adjourn and Holmgren second the motion. The motion passed unanimously. The next meeting is Monday October 7, 2013 5 p.m.

Respectfully submitted  
Ruth Holmgren  
Secretary