BEKKUM MEMORIAL LIBRARY BOARD MINUTES

Tuesday January 14, 2020 5:30pm

Westby Community Center

Meeting was called to order by President Kathy Anderson. Roll Call-All present: Danny Helgerson, Steve Michaels, John Sutton, Kris Strand, Jill Schee, Kathie Hendrickson, MaryEllyn Mattison-Doerr, and Director Michelle Tryggestad.

1. Public Participation: none
2. Approval of the Agenda: m/s/c Michaels/Sutton to approve the Agenda.
3. Approval of the Minutes: m/s/c Helgerson/Mattison-Doerr to approve the Minutes.
4. Monthly Expenditures: m/s/c Helgerson/Michaels to approve Monthly Expenditures with the additional expense of $25.00 to Winding Rivers Library System for totes.
5. Treasurer’s Report:
	1. Ad hoc audit committee completed their audit. Committee recommends that the patio furniture be paid from Library Budget monies, and in September when a Library Board held CD matures, it will be cashed in (without penalty) to reimburse Library. Donation bucket will be changed to designate donations to the patio furniture project (M. Tryggestad).
6. Unfinished Business
	1. Facilities:
		1. Southside Project
			1. Patio furniture has been delivered. Sample chair is in the Library.
			2. Trash receptacles and planters-committee will meet January 24 at 8:00am.
			3. Mural update-Janzen Concrete and Sarah Pederson are communicating on surface prep.
			4. Joan Dahlen memorial stone-on hold until after landscaping is completed.
			5. Need more sponsorships for table/chair sets-Press release for TIMES, put out info through the Chamber.
			6. Recognition of Donors-to be decided.
	2. Policy Committee: will meet to update payroll language on February 10 at 1:30pm.
7. New Business
	1. Board Retreat: Library Board will meet at Old Towne Supper Club at 5:30pm on February 11. Dinner for Board and Director Tryggestad to be paid from Library Budget.
8. Director’s Report: Annual Report will be submitted to Board by January 28, 2020. Board will have until Saturday, February 1 to respond. Programming additions: Adult Storytime the last Thursday/month, and Cold Nights, Hot Reads (promotion needed). This month we reviewed Direcrtor’s quarterly goals: programming, promotion, and board relationships. Tryggestad will meet with one board member per month. Tryggestad reports Youth Program Coordinator, Jenna Swenson has resigned. Tryggestad will spend down the 2019 Budget of approximately $10,834 on printer/copiers ($4,000), materials-books and av/audio ($6,155), and wages ($679)
9. Reminders: Friends of Bekkum meet third Tuesday each month, Fourth Friday Editions book group, Storytime for Adults begins 1-30-2020 at 6:00pm

Next meeting (at Old Towne) February 11, 2020 at 5:30pm.

1. Adjournment: m/s/c Michaels/Sutton to adjourn.

Kris Strand

Secretary