

## September 2020 Library Board Minutes

The regular meeting of the Coleraine Library Board was called to order by Lila Dezelske at 4:07 PM on September 10, 2020.

Present: Mostad-Jensen, Dezelske, LaFond, Inglebret, Savich

Absent: Patnaude, Sutherland,

Motion was made by Dezelske and seconded by Inglebret to approve the August minutes.

Motion was made by Dezelske and seconded by Lafond to approve the August librarian's report and bills. Roll call vote passed.

Received a donation of \$200 and \$50. Roll call vote passed. Donations accepted.

### Old Business

- There was a discussion about summer fundraising ideas. Among the ideas were selling t-shirts and tote bags, developing an adopt-a-book program, etc. It was decided to do some groundwork on the ideas and to further develop them during the August library board meeting. *Jennifer will contact GT Graphics concerning the tote bags. Possibly save the t-shirt sales until spring.*
- The deadline for the MNHS grant deadline was Friday, July 10th which Liv did not realize until Monday, July 13th. Liv will reapply during the October grant round and will look for other options in the meantime. *Liv will continue to tweek the application for October submission.*
- Liv will contact Nature's Edge to get more details concerning the front door materials. The board approved Liv to move forward with Nature's Edge to repair the front doors contingent the cost of the materials are within budgeted funds. Roll call vote passed. *Nature's Edge will come to get the doors soon.*
- Due to an increase in COVID19 cases in the community, it was decided to take a step back on allowing patrons to enter the building, with a few exceptions. As an additional precaution, only one staff member is in the library each day. *Not advertised but including regular patrons of the library.*
- Legacy Events will offer online teaser programs with real time performances in 2021.
- Liv will apply to the Legacy grants to purchase a bike rack for the front of the library in 2021.
- CARES act funds are available. The CARE criteria includes items that are necessary, not within typical budget, and needed due to COVID-19. The funds must be spent by November 15th. *Library is looking to purchase a PA system for future programs,*

*concerts, as well as school use. Liv is working Elise on to go about purchasing the PA system and other items.*

- Vandyke has requested the use of the front greenspace of the library to hold music classes. They will need electricity to plug in a keyboard.

### **New Business**

- At this time, the library will not be open to the school. The staff is brainstorming ideas on how it would look with the school children coming into the library such as displaying books at student interest level and only taking books off the shelves if truly serious about checking the book out. Another idea was to have a class library card, check out the books and deliver to the school.
- The library will be limited to students needing computer access for homework only.
- The library hours remain the same. Monday-Thursday 9-5, Fridays 9-4.

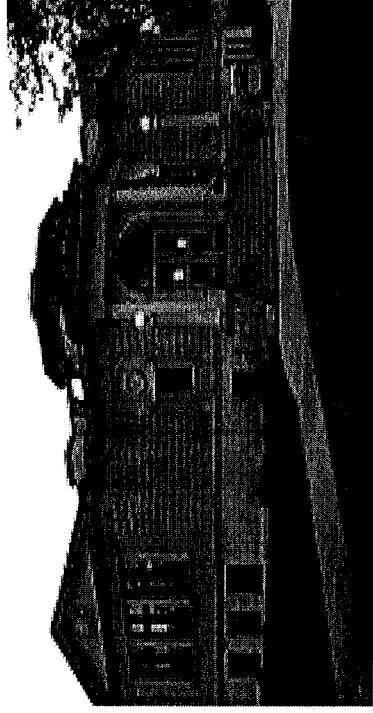
### **Upcoming Legacy Events**

No Legacy events scheduled in person at this time.

Motion to adjourn at 4:49 PM by LaFond and seconded by Dezelske. The next meeting is scheduled for Thursday, October 8th, 2020.

Respectfully submitted by: Jennifer Inglebret

# Coleraine Library Monthly Report



**September 2020**

## **Mission Statement**

*The Coleraine Carnegie Library is a community gathering place where children develop a love of reading, youth and adults expand their knowledge and enjoyment, and the public stays connected to our world-past, present and future.*

# August 2020 - Circulation & Attendance\* & Attendance\*

Circulation	Aug-19	Aug-20	% Chg
Adult	993	840	-15.4%
<b>Adult (Year-to-Date)</b>	<b>8,074</b>	<b>7,128</b>	<b>-11.7%</b>
Juvenile	697	160	-77.0%
<b>Juvenile (Year-to-Date)</b>	<b>13,856</b>	<b>7,741</b>	<b>-44.1%</b>
Media	411	136	-66.9%
<b>Media (Year-to-Date)</b>	<b>3,627</b>	<b>1,665</b>	<b>-54.1%</b>
<b>Total circulation</b>	<b>2,101</b>	<b>1,136</b>	<b>-45.9%</b>
<b>Total Circulation YTD</b>	<b>25,557</b>	<b>16,534</b>	<b>-35.3%</b>

	Aug-19	Aug-20	% Chg
Attendance	1,026	334	-67.4%
New Borrowers	3	0	-100.0%
New Books/Items	32	27	-15.6%
Computer Usage	236	31	-86.9%
Club Room Usage	65	140	115.4%
Reference	190	168	-11.6%

Month	eBook	Audio	Magazines Newspaper	Total
Jan	59	68	0	127
Feb	58	63	0	121
Mar	58	65	0	123
Apr	74	76	0	150
May	56	66	0	122
June	38	70	0	108
July	34	53	0	87
Aug	32	67	0	99
Sept				
Oct				
Nov				
Dec				
Total	409	528	0	937

**Programming: NOTE** The library was closed to the public throughout August due to the COVID-19 library pandemic. We had advertised no-contact curbside pick-up throughout August. We also allowed computer use by appointment in August and allowed a limited number of patrons to browse on a test basis. The basement was also used for 3 Census trainings and 4 church services.

**E-materials** – 99 were checked out in August 2020 vs 103 in August 2019.

**Library Account**

**August 2020**

First National Bank of Coleraine	Amount
Balance on 7/31/2020	\$6,040.75
Deposits	
Donation 8/5/2020	\$200.00
Basement rental (5 weeks) 8/5/2020	\$125.00
Donation 8/28/2020	\$50.00
Total Deposits	\$375.00
Disbursements	
Baker & Taylor 8/12/2020	\$412.07
Total Disbursements	\$412.07
Balance on 8/31/2020	\$6,003.68

MPL	\$133.66
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**Library Expenses**

Petty Cash Account	
Cash On-Hand 7/31/2020	\$86.86
Disbursements	
Book covering & Post-it notes 8/5/2020	\$7.00
Dustpan 8/28/2020	\$3.00
Total Disbursements	\$10.00
Total from below	\$13.05
Balance on 8/31/2020	\$89.91

Petty Cash Deposits	
Copies	\$2.00
Damaged book replacement	\$11.05
Total	\$13.05

## COLERAINE PLANNING AND ZONING

SEPTEMBER, 16 2020

PRESENT: LLOYD ANDERSON, DUANE RANGER, RYAN STISH, HARRY SMITH

ABSENT: GORDY SKAAR, KENNY SMITH

MEETING CALLED TO ORDER AT 3:00pm

PLEDGE OF ALLEGIANCE

MINUTES OF THE LAST MEETING: NO MEETING IN AUGUST. TABLED MINUTES OF JULY.

TYLER NELSON HAS CLEARED HIS PROPERTY ON PEAR LAKE ROAD OF VEHICLES THAT WERE THE SOURCE OF CONTENTION. EVERYTHING IS COOL.

MARK FAIRCHILD AT 203 POWELL AV. NEEDS A LETTER OF UNDERSTANDING FROM DOUG AITKEN TO BE ABLE TO KEEP HIS STRUCTURE AT ONE (1) FOOT FROM THE LOT LINE. ACKNOWLEDGE A FIVE (5) FOOT DISTANCE OF THE LOT LINE TO PILE WOOD AND A GUTTER TO DIVERT WATER FROM THE NEIGHBORS YARD. HE ALSO NEEDS A VARIANCE TO FINISH THE STRUCTURE.

A LETTER NEEDS TO GO OUT TO NEIGHBORS WHEN HE APPLYS FOR A VARIANCE, FOR A PUBLIC MEETING.

JAMIE WEST HAS A GARAGE NEEDING REPAIRED AND HAS LIMITED FUNDS TO DO SO. HE WOULD LIKE TO PLACE A TARP OVER THE RAFTERS FOR THE WINTER.

LOYDD WILL STOP OVER AND ASSESS THE QUALITY OF WOOD TO SUPPORT NEW SHEETING.

RYAN COMMENTED ON ALEX GUYER THINKING OF BUYING A LOT IN EAGLE RIDGE AND WAS WONDERING ABOUT DOING A MOUND SYSTEM?

GORDY, VIA TEXT, WONDERING HOW THE FENCE ON HWY 169 IS OK? PER LOYDD, THE CITY COUNCIL APPROVED IT AS IT IS A DAY CARE FACILITY. DID NOT GO THROUGH THE ZONING COMMITTEE.

MOTION TO ADJOURN: 4:23pm, M/S/C RYAN STISH/DUANE RANGER

NEXT MEETING OCTOBER 21, 2020

MINUTES RESPECTIVLY SUBMITTED BY HARRY SMITH