

**THREE FORKS COMMUNITY LIBRARY**  
**MEETING MINUTES**  
**Wednesday, April 12, 2017**  
**4:15pm**

The Three Forks Community Library was called to order with Fawn Venzor, Sally Griffin, TK Gibson, Nancy O'Donnell, and Lana Torrence in attendance.

Karen Lambiase submitted a request to put a play structure in their play area and to know where sprinklers are as to not impede their function. The board discussed the lawn mowing issue with such a structure and liability issues. The board moved to approve the structure on the lawn following having written verification of liability insurance in case of injury on the play structure and an agreement for lawn maintenance in the school area.

Sally Griffin moved and TK Gibson seconded approval of March Minutes

Melissa passed out the budget reports. The reports are missing the entry between 2/17 and current in the Capital Reserve Fund in Repair and Maintenance that significantly raised it, but will have it by next meeting. Melissa is certain it was shelving.

Three Forks Community Library has received an ELSA award. It is for excellent library service. The requirements are changing to require certified board members.

Our new bookcase has arrived, been assembled, and is in use.

The Three Forks Community Library has partnered with Three Forks Schools to provide a space for a student in need of individual tutoring for the remainder of the school year.

#### Unfinished Business

Lana Torrence motioned that Melissa clarify a donor letter about what a R.E.A.D dog is and then send out. Nancy O'Donnell seconded the motion.

Nancy O'Donnell updated the board on what was learned about other rural libraries do to help insure the safety of their staff and patrons. None of the library directors that Melissa and Nancy talked to had a security alarm of any sort. Safety measures that we can take now are purchasing safety mirrors and moving the circulation desks to be able to see who is entering the building. Nancy would like to see employees keep phones with them. Nancy O'Donnell motioned to buy two 18" safety mirrors and move furniture around on Tuesday morning. TK Gibson seconded the motion.

The library will have its 15<sup>th</sup> birthday in the current building on May 13<sup>th</sup>. It was decided to serve cake and have a hat making station on this day.

#### New Business

Alexa Van Horn has given her notice. Melissa was asked to find out if we can hire out of the last pool of interviews. Fawn asked Melissa to find out if it was a conflict for her to apply.

Melissa passed out emails between the City Clerk, the City Attorney, the State Librarian, and herself. Melissa was directed to leave the Accountable to: Library Board as it is and not add the Mayor or footnotes. It can be added to the job description that library staff follow all City of Three Forks personnel policies if needed.

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