

**Minutes of the
Valley City Barnes County Public Library Board Meeting
Date: September 15, 2022**

I. Call to Order:

The Valley City-Barnes County Public Library Board of Trustees was gaveled to order at 5:32 p.m. by Board President Hilde van Gijssel.

II. Additions to Agenda and III. Minutes:

The meeting agenda and minutes of the August 18 board meeting were adopted by a unanimous consent on a motion by Mr. Blume, seconded by Ms. Lovell.

IV. Financial Report:

The board received a financial report from our bookkeeper, Ms. Amy Johnson, and the report was accepted by on unanimous roll call vote. Motion to accept made by Mr. Magnuson, second by Ms. Lovell. Mss. Lovell, Beauchmann, and van Gijssel, and Messrs. Magnuson and Blume voting aye.

V. Director's Report:

Mr. Bartels summarized his community meetings, library campus administrative and procedural efforts, interactions with the high school staff and students, his efforts to develop an emergency plan for the library, the success of the Sep. 8th "Logo Reveal," and noted that they library was the recipient of a \$5,000 donation from the local Eagles Aerie. (See attached)

VI. Board Training:

VII. Policy Review:

1. Material Donation form: The reworked material donation form was reviewed by the board and adopted by unanimous consent on a motion by Ms. Beauchmann, second by Ms. Lovell.

2. Internet Access and computer use policy: The library's revised internet use policies were reviewed and approved by unanimous consent on a motion by Mr. Magnuson, seconded by Mr. Blume.

VIII. Committee Reports:

1. Building Committee: See notes under Old Business, #5, and New Business, #1.

2. Hiring Committee:

IX. Old Business:

1. Cyber Security quotes: The Library Director presented cost data for the replacement of the library computer network's power supplies and recommended that the library board approve a contract offer to Network Century Inc. for \$492 monthly and a one-time fee of \$1,600. Motion was made to approve the contract by Ms. Lovell, second by Mr. Blume, and approved by Ms. Lovell, Ms. Beauchmann, Ms. Van Gijssel, and Mr. Magnuson. Mr. Blume voting

Mr. Bartels again raised the issue with the board of the need for the library to improve its cyber security posture and pointed to programmatic managed service offers provided by Silicon Plains LLC, Network Center Inc., and Corporate Technologies. Because the offers are significantly different one from the others, on a motion by Mr. Blume and seconded by Ms. Lovell, and unanimously approved, discussion was tabled.

2. Overdue notice letter: On a motion by Mr. Blume and seconded by Mr. Magnuson, the revised Overdue Book notification letter was approved unanimously.

3. Marketing Plan: On a motion by Mr. Blume and seconded by Mr. Magnuson, and approved unanimously, discussion of the Marketing Plan was tabled.

4. Safe Space training: Staff "Safe Space" training, provided by Dr. Kelly La Framboise, Ph.D. is scheduled for October 17 at 1:00 p.m. The library will be closed during that time. The motion to approve going forward with the training was made by Mr. Blume and seconded by Ms. Lovell, and approved unanimously

5. Lighting quotes: The Library Director provided comparison quotes for fluorescent lighting replacement by Hi-Line Electric of \$10,000, and \$28,000 from Kohn Electric. On a motion by Mr. Magnuson, seconded by Mr. Blume, the Executive Director was authorized to enter into an agreement with Hi-Line Electric with funds drawn from the Library's Capital Allocation account. The measure passed unanimously.

X. New Business:

1. VCBC Library Roof Repair: Mr. Blume introduced two resolutions (attached) seeking concept approval to request a spending authorization for \$15,000 and not to exceed

\$18,000 to hire a contractor to provide temporary protection to the Library roof until such time as a more complete restoration plan can be developed and approved by the library board; and requesting \$25,000 from the Valley City-Barnes County Public Library Foundation as an amount to be matched by another \$25,000 raised from the surrounding community and other grant sources, for purposes of hiring an architectural and engineering firm to conduct a complete site survey/engineering study of the Library to determine future new construction, preservation, and restoration needs. Both dollar amounts will not be appropriated without full library board approval.

On the motion to allocate \$15,000, and not to exceed \$18,000, for interim roof protection, moved by Mr. Blume and seconded by Mr. Magnuson, a vote of aye was cast by Mr. Magnuson, Ms. Beauchmann, Ms. van Gijssel, and Mr. Blume. Ms. Lovell voting no.

On the motion to request \$25,000 from the VCBC Library Foundation, moved by Mr. Blume and seconded by Mr. Magnuson, a vote of aye was cast by Mr. Magnuson, Ms. Beauchmann, Ms. van Gijssel, and Mr. Blume. Ms. Lovell voting no.

2. Firespring - new website design: By unanimous consent discussion of the website design was tabled.

3. Security camera quotes: By unanimous consent discussion of the security camera quotes was tabled.

4. Job Descriptions – Director and Assistant Director: By unanimous consent discussion of the job descriptions for the library director and deputy director was tabled.

XI. Other:

The VCBC Public Library Board heard comments from the community and held a frank exchange of views on the topic of a book in the library's collection. A total of seventeen (17) visitors were in attendance. No action was proposed or taken based on the community input.

XII. Adjournment:

On a motion by Mr. Blume, seconded by Ms. Beauchmann, the meeting was adjourned at 7:35 p.m.