

Minutes

Valley City Barnes County Public Library Board

Date: April 18, 2019

- I. **Call to Order:** Meeting called to order by Kalyn Botz at 5:32. In attendance Steve Hammel, Hilde van Gijssel, Ruth Berg, Kalyn Botz, Vicky Lovell, and Melissa Remick
- II. **Additions to agenda:** No additions to the agenda
- III. **Minutes:**
February 14, 2019: Motion to approve the minutes as presented MR 2nd RB . Vote: Unanimous
- IV. **Financial Report:** Finished first quarter so 25% is the number we are shooting for. There was discussion of a couple of items that are over the 25%. Most of these are payments that are scheduled for every 6 months. The accounting fees are different, but Amy is new and Steve will keep an eye on hours and train up. Motion to approve financials as presented RB 2nd VL. Roll Call Vote: Each approved
- V. **Director's Report:**
 1. Vince informed director he will be leaving the end of the month. He is moving back to the Washington DC area. Director is looking at options to hire a new 20 hour person or give existing staff more hours and then possibly hiring an additional 10 hour person.
 2. Ellie will be returning home for the summer after classes let out at VCSU the beginning of May. She is planning on returning to work in the fall. Eliza will be available to work during the summer. Either way will have some gaps particularly on Saturdays in May, which Christina and Sara should be able to cover.
 3. Received notification from office of ND State Auditor to provide audit for years 2015,2016. Director contacted Harold Rotunda who agreed to perform service again. Paperwork was returned to state and Rotunda picked up necessary financial info to start audit.
 4. Director participated in performing practice interviews with students from Sheyenne Valley Area CTC
 5. Library sent out first ILL the end of March. This is the culmination of the OCLC project we started in 2016.
 6. Building maintenance and repairs
- VI. **Policy Review:**
 1. Circulation policy
Considerations: overdue materials, fines vs fine free

Steve explained the history and some of the issues with the policy
Residence requirements

Steve will pull data for in county/out-of-county. We have some patrons from Steele county and Enderlin.

Director will compile circulation numbers for further meeting. Need to consider what to do about fines on adult's account and how that effects a child's account. Steve will also compile a list of outstanding fees, and send out some info about different approaches other library's use.

VII. Old Business:

1. Parking lot: including incident 4/9 Student was ejected by staff from parking lot for spraying gravel all over parked cars. Kalyn had emailed Mr. Johnson in Feb. but we have not had responses. Kalyn proposes that they take the incident report to Mr. Johnson, and discuss the process going forward. The board feels that we should offer that the agreement be discussed or we can close the parking lot to high school students. We hope to have this resolved by the next school year.
2. Litchville branch: barcodes for the branch are on order, and then we will need to start applying barcodes, and get equipment.
3. HVAC equipment replacement; Bakkegard has been contacted and we are on the list for installation.
4. To-do-list: policy/procedure for dismissal of board members and non-board members serving on committees MR for next time. Steve has been putting past years meeting minutes on the web page.
5. Strategic plan – director recommends waiting on the training from the state library until August/September since we will have new board members starting in July.

VIII. New Business:

1. Disaster plan: Tabled for next meeting
2. Noon opening Saturday June 15th for Rally in the Valley so all employees can participate in the parade. We have ordered 750 light up bouncy balls. Motion to open at noon MR 2nd RB. Unanimous
3. Bylaws: board member term duration and members appointed to fill remaining terms and open board positions. Tabled for May meeting.
4. The barn has maintenance issues. We need to decide if we want to maintain or remove. We will get an estimate about repairs. Will also check with the tech center.
5. Damage from snow removal from the city. Hilde will take pictures of damage and relay to the city commission.
6. Prenda coding club; IMLS grant is up, renewal is \$1250 (50% discount for grant recipients, normally \$2500 per year)

IX. Other:

- 1.

X. Adjournment

**Next meeting:
Thursday May 9, 2019 5:30pm**