

Minutes

Valley City Barnes County Public Library Board

Date: August 8, 2019

I. Call to Order: 5:33

In attendance: Hilde van Gijssel, Joe Demasi, Melissa Rimick, Vicky Lovell, Tim Kadrmaz, Director Steve Hammel. Absent: Ross Powell

II. Additions to agenda: none

III. Minutes: made JD second VL, approved unanimous

July 18, 2019

IV. Financial Report: made JD second TK, approved as presented by unanimous rollcall vote

Director Hammel went over high and low budget expenditures. Some unexpected overages which will need to be addressed in 2020 budget but overall right where we should be at this point in the year

V. Director's Report:

1. Staff survived another Summer Learning Program. Participation was similar to previous years. Kids Fortnight and Rocket launch events both had over 40 participants, several who are not regular library attendees.
2. Library participated in the On the Move Walk even on July 22nd
3. New(used) HP laptops have been installed at both circulation desks and reference desk. A desktop was repurposed for tech service setup with dual screens. All staff computers are now running Windows10 64 and have Office365 installed.

VI. Policy Review:

1. Circulation policy - Time period to charge for replacement of long overdue items, membership residency requirements, review fine and overdue notices, existing late fines for items now fine free – Should we forgive book late fines and give everyone a fresh start or keep what's already on accounts and move forward?
Short discussion regarding revenue loss by going fine free on books. To be addressed in 2020 budget discussions. The remainder tabled until next meeting

VII. Old Business:

1. Litchville branch update

Director stated there are a few details to clean up but pretty much ready to go. Director will be attending Back to School night to sign up new cards

2. Museum branch and Wimbledon community library
Tabled, President van Gijssel recommended forming a committee made of a representative from both the library and museum board, library director, museum curator, and possibly an interested community member
3. Parking lot – update signs have been ordered
4. To-do-list update
President van Gijssel explained the to-do-list to new board members as a tool to assist short term planning
5. Strategic plan: fall 2019
Director will contact state library to determine availability of Eric Stroshane from Library Development to facilitate initial planning meeting, approximate meeting length, and days and times he is available, particular interest in a possible Saturday meeting
6. Building maintenance: barn and library roof
Director spoke with a roofing contractor, who has not gotten back to him yet.
7. Disaster and technology plans: fall 2019
8. NDSL Summer Summit August 14, 10-4 and NDLA annual conference September 25-27
President van Gijssel stated she will be attending Summer Summit with the director. Director and most staff will be attending NDLA which is in West Fargo this year.

VIII. New Business:

1. Andrea Nelson - Sheyenne Valley Community Foundation: Friends of Library donation for endowment fund
Meeting started with a presentation by Andrea Nelson. She informed the board of a donor who wishes to set up an endowment in the library's name at the Community Foundation. She explained the particulars of the donation, how the endowment works, and that the library board would have final authority of how any disbursement will be utilized. Annual disbursement can be taken and spent as part of general library operations or special projects, rolled over to another year for larger projects, or capitalized back into the endowment to increase its value. Board thanked Ms. Nelson for her presentation and work. The board voted to accept the endowment on behalf of the library by unanimous rollcall vote. President van Gijssel recused herself from the vote since she also serves on the Community Foundation Board. Ms. Nelson will inform the donor of the board acceptance and complete all necessary paperwork which will be signed by board Vice President Demasi when ready.

IX. Other:

1. *Director was asked to check with votech regarding a shed they build last year and did not sell to a: see if it's still available, b: how much, and c: if it could be used instead of repairing the barn*

X. Adjournment 6:55pm

**Next meeting:
Thursday September 12, 2019 5:30pm**