

Minutes

Valley City Barnes County Public Library Board

Date: 2-18-2021

- I. **Call to Order:**
Called to order at 5:31. In attendance: Hilde van Gijssel, Steve Hammel, Melissa Remick, Dick Gulmon, Joe De Masi, Vicky Lovell, and Tim Kadrmas . Absent:
- II. **Additions to Agenda:**
No additions to the agenda
- III. **Minutes:**
Motion to approve minutes from 12/17/2020, and 1/21/21 JD, 2nd DG. All approved
- IV. **Financial Report:**
Beginning of the year so 8.33% is the number of budgeted to stay close to. We will do last year's budget reconciliation in next month's meeting. Motion to approve the financials as presented JD, 2nd DG. Roll call vote: each approved.
- V. **Director's Report:**
Attached sheet.
- VI. **Policy Review:**
 1. Staff Employment Policy: DG and VL to ask city and county attorneys to look over. The county attorney has sent back some ideas. Dick has also received some info from the City Attorney. We will have a first reading next meeting.
 2. Social Media Policy: second reading next meeting.
- VII. **Committee Report:**
Committee meeting notes attached. Last meeting Friday 2/13/21.
- VIII. **Old Business:**
 1. Vision Statement, Mission Statement, Branding: Tabled
 2. Status on finding a roofing contractor. Still waiting to hear back from roofing companies. Need to check with the Historical Society about what materials we can use in roofing. Preservation Grants are not available at this time. They may be available next fiscal year, so maybe later this summer.
 3. Fire Spring Proposal for logo branding. Suggestion to create a committee to look into getting more quotes and doing some research. HvG and JD will work on. Tabled.
 4. Parking Lot: Have received stickers from about parking and Superintendent Johnson also sent out an email to students about the expectations of the parking and there have been no problems since that email was received by students.

5. Changing Banks: Looking at using more local banks as our major accounts, and to reduce the amount of money used through large corporate banks. Dick was able to get some information about potential business accounts. Tim will try to get the similar info from Bank Forward. So, we can compare services.
6. HVAC and Ceiling fans: we have received estimate to place fans to help circulate air in a few areas that are not receiving adequate heat. Motion to approve putting in three ceiling fans per the estimates JD, 2nd MR. Roll call vote: each approved.

IX. **New Business:**

Update Operations Plan: executive meeting recommendations:
Changing the M-F opening time back to 10am which was original time to pre-Covid. Saturdays will continue with the 1pm opening. Closing times will continue MWFS 5pm and TR at 7pm. The committee recommends we make the two hours from 10am to noon appointment only to accommodate patrons who may have health issues. First thing in the morning, air in the library will have had several recycles through the HVAC system from closing the prior day. Starting at noon M-F and 1pm Saturday until close, appointments will no longer be required. The library will continue with a five-patron limit at any one time. Because of this, patrons will still have the option to reserve an appointment time from noon to close. Patrons with an appointment will count toward the capacity limit, whether they have arrived yet or not. Walk-ins without an appointment will be admitted to the building unless we have reached the five-patron limit at which time they will have to wait outside until a current patron leaves the library. Library doors will remain locked to help control access. Patron entrance and exit will remain only at the SE entrance. Correct wearing of masks, social distancing, and good hand hygiene practices will continue to be required to enter and remain the building. Patrons will continue to be limited to ½ hour visits. Curbside service for all patrons will continue following the current protocols.

Motion to approve the recommendations from Executive committee DG, 2nd TK. Unanimous approval.

X. **Other:**

XI. **Adjournment:**

Motion to adjourn the meeting TK, 2nd JD. Meeting adjourned at 6:28pm.

**Next Meeting:
March 18, 2021 @ 5:30**