

Minutes

Valley City Barnes County Public Library Board

Date: July 11, 2019

Minutes reviewed and approved August 8, 2019

- I. **Call to Order.** Meeting called to order at 5:30. In attendance Tim Kadrmas, Melissa Remick, Steve Hammel, Hilde van Gijssel, Vicky Lovell, Ross Powell (late). Not attending Joe Demasi. Welcome to Tim Kadrmas our newest member at large from the City.
- II. **Additions to agenda:** no additions to agenda
- III. **Minutes:**
June 20, 2019 MR made motion to approve minutes, 2nd VL unanimous approval.
- IV. **Financial Report:**
 1. Looked at a couple of line items that are over budget. In maintenance there has been some work on the furnace, and electrician and plumber. Motion to approve the financials as presented VL, 2nd RP. Roll call vote each approve.
- V. **Director's Report:**
 1. Library received a \$500 discount off our yearly contract for Apollo for beta testing the new staff interface. The \$500 cost for the Litchville branch was added for 2019-2020 so this year we don't show the increase.
 2. 224 kids signed up for SRP
 3. Library will be making slime for the On the Move Walk July 22nd, 5-8.
 4. We have picked up the HP computers and are working on setting them up. To better utilize Office365 we will need to purchase another license.
 5. Library signed up to participate in JCSU welcome weekend August 23rd.
 6. New standards for public libraries have been approved by the NDLCC. Director was part of the committee that assisted with the updating process. These will be important to consider when working on the strategic plan in the fall.
- 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?
- VII. **Old Business:**
 1. Litchville branch: all items have been entered into the ILS
 2. Museum branch and Wimbledon community library
 3. Parking lot
Vicky Lovell bought an estimate for the linked fence for the parking lot. The board members discussed the quote and the plan for post with a chain to signify parking spots and signage. Tim Kadrmas made a motion to approve the plan as described in the estimate and move forward

with the installation of the fence and signage. The board approve spending up to \$3000. Ross Powell seconded the motion. Approved unanimously. Ross Powell will communicate the new parking lot set up with the Valley City Public school District

4. Do-do-list
5. Strategic plan: fall 2019
6. Building maintenance: barn and library roof
7. Disaster and technology plans: fall 2019

VIII. New Business:

1. Board elections: President HvG nominated for president by RP, 2nd by VL, Vice President Joe Demasi nominated by VL, 2nd RP ,Treasurer Ross Powell nominated HvG 2nd VL , Secretary nominated Melissa Remick by VL 2nd RP. Roll Call Vote each approved
2. Board members authorized to sign checks. Need to have Ross Powell, Hilde van Gijssel, and Melissa Remick get signing set up. Will need to have a letter from the Library Director and meeting minutes in order to fill out signing privileges.
3. NDSL Summer Summit August 14, 10-4 and NDLA annual conference September 25-27. The Summer summit is no charge. NDLA entrance fee is under \$100.
4. City budget request due Friday July 12. Budget presentation schedule July 23rd at 7:50am. Due to transparency and communication the board should be the one that presents the request to the city council. We have been dipping into the capital account for the furnace and will need a roofer to check on the leaks in the rotunda. So, we could use the request time to add money to the capital account. We also have been working with Litchville as a branch Library, need funds to expand to the museum branch idea and the possibility of the BCN branch. HvG will craft a letter for the city budget request. And send request to the City of \$146,000.

IX. Other:

1. Look at revisiting the fines and the lost \$1500 that is in the budget as revenue from fines. Steve will put together some numbers to see how much of the fines and late fees are generated from DVD's which will stay. Also need to decide on the window when things aren't returned for when to replace the item.

X. Adjournment 6:33pm

**Next meeting:
Thursday August 8, 2019 5:30pm**