

Minutes

Valley City Barnes County Public Library Board

Date: February 14, 2019

- I. **Call to Order:** Meeting called to order by Hilde van Gijssel at 5:35. In attendance Steve Hammel, Hilde van Gijssel, Ruth Berg, and Melissa Remick
- II. **Additions to agenda:** Need to add SEP
- III. **Minutes:**
January 10, 2019 Motion to approve the minutes as presented RB 2nd MR. Vote: Unanimous
- IV. **Financial Report:** Discuss the closeout for 2018 in the March meeting. Just went over a few items that are yearly payouts that are showing as 100% of budget already. Motion to approve the financials as presented MR 2nd RB. Roll Call Vote: Each approved
- V. **Director's Report:**
 1. Director hired Donna Lemer as our new teen service librarian. Donna is settling in and has big plans.
 2. Director hired Christina Bojkic as a 10 hour associate. Compliments from HVG for the way that things have been handled in this recent new hiring, and the creativity used in making things work for current staff and new hires.
 3. Director received a proposal from TrueIT for a network security audit. The cost is \$1200, director is investigating alternatives. **Move to old business**. Steve will look more into options for this.
 4. We purchased a replacement laptop for adult services. We will hopefully be able to reuse that unit for tech services after we scrub the hard drive and reset it. The hard drive on the present tech services computer finally failed the beginning of the week.
 5. NDSL has a Vision 2020 non-competitive grant available to update computer hardware to Windows10. Director will be applying to replace both circulation computers and the reference computer.
- VI. **Old Business:**
 1. Parking lot: second reading of agreement. Need to add a map that shows the parking spaces. Change wording to take out number of spots, since they are not currently marked. Final notice was printed. Motion to approve the agreement as written. RB 2nd MR. Roll Call Vote: each approved. Hilde will add map and send out to all board members. And then ask Kalyn to bring to Mr. Johnson, to move on to next step.
 2. Litchville branch – director working on details, Things continue to move forward. The next step is to get Litchville-Marion schools a prefix that will need to go on all inventory. And then get barcodes and then catalog and barcode their collection.
 3. Signatures on accounts – still need to make arrangements to get signatures adjusted on all accounts. Hilde, Kalyn, and Ross need to take minutes and get signed up.
 4. HVAC estimates were received from both Bakkegard and Keith's. Motion to approve the estimate from Bakkegard. Board wants to have Director start the process to get equipment installed. MR 2nd RB. Roll Call Vote: Each approve.

5. To-do-list: Create minute notebook and posted on website is completed. Policy/procedure for dismissal of board members should be ready for March Meeting. Steve will get examples for employee handbook.

VII. New Business:

1. For NDSL 2019; Strategic Plan, Disaster Plan, Technology Plan. SH will request from other libraries for examples for the board to work with for the disaster plan. And for April meeting a example for Technology, and for May meeting a plan for how to approach the Strategic plan.

- VIII. Other:** Sep payments: SEP payments adjust based on hours worked and pay so the numbers are different than budgeted. SH will get hard numbers on the change. To be discussed at the next meeting.

- IX. Adjournment:** The meeting was adjourned at 6:46pm.

**Next meeting:
Thursday March 14, 2019 5:30pm**