

Minutes

Valley City Barnes County Public Library Board

Date: February 16, 2020

Members present: Hilde van Gijssel, Joe Demasi, Ross Powell, Vicky Lovell, Tim Kadrmas
Absent: Melissa Remick
Staff: Steve Hammel

- I. **Call to Order** 5:38pm
- II. **Additions to agenda** *new business: presentations to county and city commissions, retroactive late fee forgiveness*
- III. **Minutes:**
January 16, 2020 *motion to approve Demasi, 2nd Powell, pass unanimous*
- IV. **Financial Report:** *motion to approve as presented van Gijssel, 2nd Lovell, pass unanimous via roll call vote*
- V. **Director's Report:**
- VI. **Old Business:**
 1. Parking lot: Vicky was going to talk with the county regarding signage, etc. for the spring. *Lovel brought cost for signs and posts purchased through county, director Hammel was instructed to follow up with Newman signs regarding their bid*
 2. Emergency plan MOU for VC schools *van Gijssel will follow up with school Superintendent Johnson at an upcoming meeting*
 3. Strategic plan: what's next *van Gijssel and director will meet before next meeting to formulate a plan moving forward*
 4. We have not received any proposals from Chey Spitzer, new facilities director for Valley City Schools, regarding the temporary dumping of snow from the school's parking lots into the library's lot. When he and the director spoke in December 2019 Mr. Spitzer asked for some time to put something together. *van Gijssel will follow up with school Superintendent Johnson at an upcoming meeting*
- VII. **New Business:**
 1. 2019 budget reconciliation *Board confirmed making transfer from memorials account to general account to offset cost to children's desk. This was voted on and passed at a previous meeting, however the board wanted to wait until the end of the year to see how the budget worked out before okaying the transfer.*

Lovell had a question regarding item 66000 – payroll expenses other, director did not know what it was for and will check with bookkeeper and report answer to board. Final reconciliation vote tabled until next meeting.

2. presentations to county and city commissions *van Gijssel and Hammel will be creating a new Annual Report of Services to be presented by the board president (van Gijssel) to the city and county commissions. Previously, the library did this during the budget request sessions however the board thinks it would be much more effective to make this presentation prior to the budget sessions in a more relaxed atmosphere. This will give more time for questions from the commissioners. The library director will also attend to support the president and provide any information as needed. This will create greater transparency regarding how the library expends tax monies and reinforce the boards role in library operations to both commissions.*
3. retroactive late fee forgiveness *Director has asked the board to consider whether we want to forgive outstanding late fines accrued prior to going fine free last year. Director will make reports to present at the next meeting.*

VIII. Other:

- 1.

- IX. Adjournment** *motion to approve Lovell, 2nd Kadrmass, pass unanimous; meeting closed at 6:46pm*

**Next meeting:
Thursday March 19, 2020 5:30pm**