

Minutes

Valley City Barnes County Public Library Board

Date: September 12, 2019

- I. **Call to Order.** Meeting called to order at 5:34. In attendance Tim Kadrmas, Melissa Remick, Steve Hammel, Hilde van Gijssel, Vicky Lovell, and Joe De Masi. Not attending Ross Powell.
- II. **Additions to agenda:** no additions to agenda
- III. **Minutes:**
JD made motion to approve minutes, 2nd TK. Unanimous approval.
- IV. **Financial Report:**
Discussed the amount that was spent on the furnace, and the possibility to take that expense from the capital account. Motion to approve the financials as presented VL, 2nd JD. Roll call vote each approve.
- V. **Director's Report:**
- VI. **Policy Review:**
 1. Circulation policy: 2nd reading. Went through the policy as a group noted a couple fixes and minor changes. Motion to accept the policy with changes noted VL, 2nd TK. Motion approved unanimous.
- VII. **Old Business:**
 1. Litchville branch is up and running. So far all is going well.
 2. Museum branch and Wimbledon community library. Tabled for further discussion.
 3. Parking lot: signs are on back order. Tabled for further discussion.
 4. Strategic plan: fall 2019. Meeting about strategic plan 9/14/19 12:30-2:30. Several board member will be in attendance.
 5. Building maintenance: barn and library roof. MR will call the Tech Center and SH is trying to call about the roof.
 6. Disaster and technology plans: fall 2019 Tabled
 7. Donation to Sheyenne Valley Community Foundation on behalf of the library. The agreement is finalized.
 8. To do list – update need to create a timeline after the strategic plan training Saturday. VL will start to look at disaster planning.
 9. Estimate for children's dept Circulation desk. Received an estimate to do some demo in the children's library to install the desk. The board would like get another estimate for the new circulation desk before voting.

10. Meeting time. Proposing moving the meeting to the third Thursday of each month. Motion to move the meeting time to 3rd Thursday of each month at 5:30 by MR, 2nd VL. Unanimous approval.
11. Bank Accounts: all accounts now have the correct signers and updated signature cards.

VIII. New Business:

1. Standards for public libraries and President's report on Summer Summit. There are 3 standards that the board will need to address. Two policies and a strategic plan are the standards to complete. Steve will bring copies of the computer use and patron confidentiality to the next meeting to be voted on. The strategic planning timeline will be addressed at the next meeting.

IX. Other:

1. Performance review needs to be done for our director. HVG will put together the materials and compile comments and meet with Steve with the final results.

X. Adjournment: motion to adjourn by VL 2nd JD. Meeting adjourned at 7:08

**Next meeting:
Thursday October 17, 2019 5:30pm**

Minutes

Valley City Barnes County Public Library Board

Date: June 20, 2019

- XI. Call to Order:** Meeting was called to order @ 5:30. In attendance Kalyn Botz, Hilde van Gijssel, Steve Hammel, Melissa Remick, Vicky Lovell, Joe Demasi (Community Member). Not in attendance Ross Powell, Ruth Berg.
- XII. Additions to agenda:** No additions to the agenda
- XIII. Minutes:**
May 16, 2019: motion to approve the minutes HVG, 2nd VL. Motion approved unanimous vote.
- XIV. Financial Report:**
1. Monthly report. Money came in from the county, and are expecting state aid to come in after new fiscal year (July 1). HvG moved to approved the financials as presented, 2nd MR. Roll Call vote: each approved.
 2. Director discussed moving incorrectly budgeted line item amount in reference to large print with bookkeeper, should be fixed by next month.
- XV. Director's Report:**
1. Summer learning: 215 kids, 51 adults, teens didn't have a formal signup this year. There was also a good turn put for Fortnight party.
 2. Hired Cassidy Smith for the open 10-hour position. She is settling in and getting to know the routine. Director feel like we have the right amount of staff.
 3. Director and Hilde attended an informational meeting held by Sheyenne Valley Community Foundation to discuss forming a local chapter of the Alliance of Nonprofits. Director thinks this is a worthwhile endeavor and recommends the library participate.
 4. Library received a marketing plan from Shautay Feist to do television advertising on KVRN Fox new in Fargo. Director recommends we include a marketing component in the strategic plan.
 5. Director readapted and redesigned a library use value calculator available from ALA. This is another tool to demonstrate the economic impact the library has on the community. Additionally, he shared the redesigned calculator with other libraries in the state through the NDLA and NDSL listserves. Steve will also try to put up on the web page the example page that explains the cost of other services offered at the library.

6. Pie Day: the library made \$807.81. Madeline Luke, who organized the event, would like the proceeds for this and last year's Pie Days to go toward setting up the computer/maker-tech/small meeting room.
7. Madeline and her husband Gary are donating pollinator perennials. They will be planted on the south side between both entrances.
8. Grounds crew from Open Door are starting to spiffy up the outside with lots of annual flowers and new mulch.
9. Staff participated in the Rally in the Valley parade. We added a float this year, decorated by the teen group and included a new banner holder built by the director. The light up bouncy balls seemed to go over really well.
10. The director has scheduled a week of vacation time the end of July/first of August. He will be attending the adult music camp at the International Peace Garden.
11. Registered Sara for a Fundamentals of Cataloging course through ALA. It's a six week online class starting in October, cost was \$169.
12. Director reserved for purchase in July, three HP 840 computers from the VCSU computer sale, units are \$298 each. We will replace both circulation computers and the reference computer all of which are running Windows7. Director is planning on upgrading adult circ computer to Windows10 and set it up to be a dual monitor workstation for tech service.
13. The results of aggressive weeding and collection management over the past six years are evident in the following statistics: 38% of the collection has a copyright date of 2010 or newer, 29.5% 2000-2009 copyright which means 67% of the collection is newer than twenty years.

XVI. Policy Review:

1. Circulation policy. Need to address the time period for fines or replacement. Address next meeting
2. Discussion of requirement to be eligible for a library card. Make changes to the policy and have a reread for next meeting.
3. For next meeting to review the letters that go out with fines and notices.
4. VL motion to delete the fines for general collection books; keeping the fines for DVDs. 2nd HvG. Each approved

XVII. Old Business:

12. Litchville branch: Ruth and a couple volunteers have been inputting materials in the ILS. As of 6/17, 1120 items have been entered. Tabled
13. Museum branch and Wimbledon community library. Tabled.
14. Parking lot – school response and what's next, signage. Both members of the sub-committee are either stepping down or have been absent, so more work will require to create a new sub-committee. Newman signs will still get a hold of Vicky to get some prices and ideas for signage. The suggestion that all

complaints go to the police. For next meeting we will have more info on cost and some verbiage on policy.

15. To-do-list: Ruth Hilde have been working on the hiring and dismissal policy for the director. Will continue to work on the policy for evaluations as well. Steve will write the employee evaluation policy.
16. Strategic plan – start fall 2019: Tabled
17. Barn
18. Disaster and technology plans: Tabled
2. Additional picture book shelving and children's circulation desk: HvG motions to use the Dakota Bank Contribution fund to buy Picture Book Shelving. Also for the September meeting to have a quote for a circulation desk in the Children's library. 2nd VL. Roll Call vote each approve. Friends of the Library update. The Friends group is planning to invest their money, and donate the dividends to the library for professional development.
- 19.

XVIII. New Business:

XIX. Other:

- 2.

XX. Adjournment: meeting adjourned 7:28

**Next meeting:
Thursday July 11, 2019 5:30pm**