

# Agenda

## Valley City Barnes County Public Library Board

Date: Thursday, September 19, 2024, 5:30 pm

Present: Hilde van Gijssel, Annie Beauchman, Kelsey Ihry, Kristi Anderson, Anita Tulp

Members Absent: Vicky Lovell, Dewey Magnuson, Vicky Lovell

### I. Call to Order

Meeting was called to order at 5:33 by Hilde van Gijssel.

### II. Additions to agenda: Hilde has an addition for her class.

### III. Minutes:

July 18, 2024, July Change Order Meeting July 25, 2024

The minutes from both July meetings were approved. Kelsey Ihry made a motion to approve both sets of July minutes. Annie Beauchman seconded. All in favor.

### IV. Financial Report:

July Financials: July financials will be reviewed at the next meeting, as the incorrect set was in the packet.

August Financials

Kelsey Ihry made a motion to review and approve August financials. Kristi Anderson seconded.

Roll Call: Hilde van Gijssel: Yes

Annie Beauchman: Yes

Kristi Anderson: Yes

Kelsey Ihry: Yes

### V. Director's Report:

August Director's Report

September Director's Report

\*\*\*There will need to be a lot of tree maintenance completed.

### VI. Committee Reports:

Foundation report on fundraising

Fundraising event on Oct. 5

\*This is the same night as the CHI Mercy fundraiser. We had to modify plans. It will now be on that day from 3-5. The quartet will come at that time. There will be a sneak peek (12-5) of the library and a free will offering. This is a Saturday where only 2 staff will be there. Hilde has 4 other volunteers.

\*Hilde included a great financial report of Foundation money coming in and going out. We are approximately \$48,000 away from our goal. Please see Hilde's financials to review exact figures.

\*Hilde has put together a letter to send to potential donors to help us finish the project.

\*By January 1<sup>st</sup>, we need \$100,000 in our general fund.

\*Both winners of the \$1000 raffle donated their money back to the library. The winner of the Medora trip sent a nice letter.

\*The radio-thon is still in the works.

\*On December 7<sup>th</sup>, there will be a "Libraries are Sweet, Books are my Jam" day-long fundraiser to sell sweets and have music played.

## **VII. Old Business:**

Construction update.

\*It's done. The only item left is to look behind bookcases to see where water comes from. The person who was going to paint the decorative trim is currently not able to do it. We're hoping to table that for now and come back to it if/when possible. Cleaning happened this week. Architect will complete a final walk-through to sign off on everything completed properly. We can expect more bills coming in at that time.

Elevator Hydraulic Oil Change

\*Oil was changed from the elevator in one afternoon. Two barrels of used oil are out to be picked up for someone to burn them. Elevator works perfectly and should be good for 10-20 years. That bill has been paid.

## **VIII. New Business:**

Fire Alarm System—upgrade? Proposal from Electrowatchman and Hi-Line Electric

\*We've been having issues with dust in the system and the alarms going off at odd times. We needed new sensors. The fire marshal has recommended an upgrade with a box outside for them to take care of it. We have currently given them a key to get in the building, but a new system would help them narrow down which sensor was going off.

\*We have two proposals, and Anita would like to get more specific information on what equipment would need to be installed. We'll also need quotes from multiple electricians. Our current system is working and in good shape, so it's a better idea to table this until January.

Damage to Drop Box

\*Our current drop box is no longer usable. A report was made with the police, who consider it a hit and run. A bus driver at BCN admitted to clipping the drop box. Insurance for BCN will take care of getting a new one.

\*Hilde would like to compliment Anita and Melissa for how they handled this situation with reporting it and working with the person responsible to get a replacement.

Plumbing repairs needed

\*We do not have a proposal for this yet. We have a terrible sewer smell from the patron bathroom. Plumbers said the P-traps under the floor are broken. They'll need to cut into the floor to replace them. Anita will bring the proposal to the board when she gets it. They have currently stuffed the pipes with rags.

MOU with Litchville-Marion Public School District

\*We'd like to extend our services into the county. Ruth Berg at LMM has worked with us to make the LMM library a branch of ours. They can now go into our catalog and get our books on library loan. The new school technically isn't in Barnes County, but they serve Barnes County communities. We had to draw up a new Memorandum of Understanding. They pay us \$500 a year.

\*An item was added stating that they will adopt and follow our library's rules and procedures.

\*Kelsey Ihry made a motion to approve this new Memorandum of Understanding. Kristi Anderson seconded. All in favor.

Permission to close for one day to move back into the space

\*Books will need to be moved back in October. Kristi Anderson made a motion to allow the library to close for a day that is convenient (at her discretion) to move books back. Kelsey Ihry seconded. All in favor.

#### Library Strategic Plan

\*We need to make a strategic plan to get input from the community. Hilde teaches a class called Research Methods where they implement a survey from beginning to end. She would like her class to do a survey on behalf of the library for strategic planning services. Kelsey makes a motion to approve. Kristi Anderson seconded. All in favor.

\*Hilde would like people from the board to come in as clients to take part in this survey. She would also like us to be there Monday, December 16<sup>th</sup> at 8:00-9:30 when they present their findings.

\*They have previously done this for other organizations in the community, and the results have been used to make changes.

#### Worldwide Daffodil Project proposal

\*This came to our attention through Wes Anderson, Madeline Luke, and Sharon Buhr. They would like to put a rock in the NW corner of the building and plant 250 daffodil bulbs to honor children who have been affected by violence.

\*We'd get a starter kit of the bulbs, but we'd also have to commit to buying another 250 daffodil bulbs over a couple years, which would be around \$100. We don't want to open the door to other people coming in and requesting a memorial.

\*Kelsey has reservations because the paperwork says we'd have to host one Holocaust-related event.

\*There are currently too many questions about this project.

**IX. Adjournment:** Meeting adjourned at 6:32. Kelsey Ihry made a motion to adjourn. Kristi Anderson seconded.

**Next meeting:  
Thursday, October 17, 2024, 5:30 pm**