

## Meeting Minutes

Valley City Barnes County Public Library

**Date:** July 27, 2023

Attending in-person: Hilde van Gijssel, Anita Tulp, Vicky Lovell, Annie Beauchman, Kelsey Ihry

Attending via Zoom:

Absent: Deedra Froemke, Dewey Magnuson

Meeting called to order: 5:35 p.m. by Hilde van Gijssel.

### Minutes

Hilde asked for motion to approve minutes from June meeting. Vicky made a motion to approve. Annie seconded. All in favor.

### Financial Report

Vicky has a problem with Net Income mathematical issue. Hilde explained that the budget goes by projected not what we have currently used. Vicky would rather the percentage be taken off. Hilde asked Vicky to relay a message to the county that we appreciate their prompt payment.

The city is working on state aid. Hilde submitted a budget request for both the city and the county on July 14, 2023.

Hilde van Gijssel asked for a motion to approve the budget. Vicky Lovell made a motion to approve the budget. Kelsey Ihry seconded.

Roll Call: Annie Beauchman- Yes   Hilde van Gijssel-Yes   Kelsey Ihry-Yes   Vicky Lovell-Yes

### Director's Report

There was a conversation about storage for going in on activity materials with City County Health, checking them out, storing them, etc. Activity materials would be treated like book checkouts, but storage is an issue.

We would like to provide memory kits for anyone experiencing memory or dementia issues. They have applied for a grant. Each kit will have a book and a puzzle. They would come in a backpack, each with a different theme to be checked out. They will find space for the 6 kits we will start with. Some of it can be run through Books on Wheels. They would be checked out for a month at a time but can be renewed.

We are working with City County Health to get an AED, comfort kits, Narcan, etc. Kelsey could teach the workers for free on using Narcan. This should be free to us.

Middle room is almost done. We had a recent flag pole issue. The cable inside broke, and the rest was taken down in a storm. A serviceman out of Mandan stopped by and fixed it. He'll be back in a couple months since there are worn parts inside.

Vicky asked about purging audio books. Anita explained they aren't being checked out much anymore. Hilde explained that the Libby app has a much wider variety than we could ever physically carry. Vicky is concerned about us weeding out too many books. Anita said that's definitely not a concern. If a book hasn't circulated in more than 5 years, they think about weeding them. We can review the Collection Development Policy at a later date.

### **Building Committee**

Roof Update: A report on the dome will be coming to tell us what needs to be done. We do not have an estimate for the cost of the report. It will depend on how much time they spend on it. The report should be in sometime in August.

### **Old Business**

\*Youth board member discussion was tabled.

\*The roof was leaking again, and books had to be moved to avoid water damage.

\*Shelving and cabinets will come in August 7.

\*ALA Board Member training videos would be a bit shorter than the current videos we have. If we bought the shorter videos, Anita would like us to watch a video per meeting. Vicky wants to see if there's a way we can get them without buying them.

\*Reminder of no August board meeting unless something urgent comes up. Next meeting will be September 21, 2023 at 5:30.

### **New Business**

October is the 120<sup>th</sup> anniversary of the library. We would like to tie this in with a celebration and opening of the middle room. Diane Bjerke would like the room to be called Di's Den. We accept this and find it appropriate. Thursday, October 5<sup>th</sup> will be the celebration. We need to budget some money and find board member volunteers. Vicky proposed being open 3-7. We could use a couple hundred dollars from the contribution account. More information will be e-mailed out to board members.

Olsons are done cataloging September 1<sup>st</sup>. We need to find someone to do this in the future. It's possible we could look into getting state library funding for this to continue since the museum is a branch of the library. Anita will look into it. Victoria Hammel may be willing to take it on if we have funding since she is good at cataloging. We would like to find some way to celebrate and honor all the work the Olsons have done. Anita would like to give them a gas card.

We would like some celebration to also honor the museum being a branch of the library. It could be combined with the October 5<sup>th</sup> celebration. We could have Spencer make a bunch of Instagram posts about it.

Annie makes a motion to approve \$500 from the contribution fund for a gift card for the Olsons. Kelsey Ihry seconded the motion. Anita will get a Visa at the bank for them.

Roll Call: Annie Beauchman- Yes Hilde van Gijssel-Yes Kelsey Ihry-Yes Vicky Lovell-Yes

Melissa would like a new website developed from Streamline. They have some features our current website does not have. Streamline is a little over \$200 more than what we currently have. We previously approved an updated through Firespring. Streamline is more mobile-friendly than Firespring. The Firespring money was previously not spent because they haven't gotten back to us. Streamline looks at ND laws to make sure we're in accordance. Streamline would be more convenient for registration. Vicky made a motion to table the discussion. No one seconded. Kelsey Ihry motioned to move forward with Streamline. Annie Beauchman seconded.

Roll Call: Annie Beauchman- Yes Hilde van Gijssel-Yes Kelsey Ihry-Yes Vicky Lovell-No

NDLA Conference in Fargo was \$160 last year. Melissa and Anita would both attend the whole conference and look at other staff attending Thursday with the most speakers. This would come out of the staff development budget. We currently have a \$2,000 budget for staff development. Library would have to be closed (October 12) for a conference day when the whole staff goes. Annie Beauchman makes a motion to close October 12<sup>th</sup> if needed. Kelsey Ihry seconded.

Melissa is completing her Master's Degree and nearing her 10 year anniversary at the Library. Kelsey and Hilde will discuss a celebration.

A discussion was made to extend Spencer Dobson's contract using Clutch Media to promote our social media. Kelsey would like to see it extended another 3 months rather than jumping into something long-term. Annie makes a motion to extend for two more months. Kelsey seconded.

Roll Call: Annie Beauchman- Yes Hilde van Gijssel-Yes Kelsey Ihry-Yes Vicky Lovell-Yes

Meeting adjourned at 6:55. Vicky Lovell motioned to adjourn. Kelsey Ihry seconded.