

## Minutes

### Valley City Barnes County Public Library Board

Date: May 8, 2018

Board members present: Kalyn Botz president, Mike Metcalf vice president, Melissa Remick, Hilde Van Gijssel

Board members absent: Liz Chandler treasurer, Ross Powell

Post of secretary is presently unfilled. Library director is acting as recording secretary.

Staff present: Library director Steve Hammel

**I. Call to Order** 5:08 President Botz

**II. Additions to agenda**

**III. Minutes:**

April 10, 2018 Move to approve Metcalf, Second Remick, Approved unanimously

**IV. Financial Report:**

1. Director will check regarding projected overage for outside IT and adult programming  
Move to approve Metcalf, Second Van Gijssel, Approved unanimously by rollcall vote

**V. Director's Report:**

1. Pancake feed deposit \$856.05  
Discussion regarding fundraising and Friends of the Library tabled to a later date. Moved by Metcalf, Second Van Gijssel, Approved unanimously
2. Samantha successfully completed her internship and will be starting her MLS next fall at Emporia State.
3. Director met with Tiana Peterson, who is a student at VCSU, to setup an internship fall of 2018.
4. We have started utilizing Statewide Cataloging as part of the OCLC project. They found some problematic records which are in the process of being cleaned up.

**VI. Old Business:**

1. Transfer of EJ account  
VP Metcalf presented paperwork from Leroux Lochan Financial to complete the transfer of assets from the Edward Jones account to a new account managed by Leroux Lochan Financial. The board confirmed the person responsible for all library funds is the treasurer. As shown above, position of library treasurer is presently held by Mary Elizabeth (Liz) Chandler.

**VII. New Business:**

1. County budget request for 2019  
After a presentation by the director and brief discussion, the board requested \$149,354. This is a small increase over 2018.
2. Summer learning 2018  
Youth services coordinator Melissa Lloyd gave the board a short rundown on this year's summer learning program. The board recognized and thanked her for all her hard work to make the program a success.

3. Library will be participating in the College SAVE Summer Reading Champions Campaign sponsored by the Bank of North Dakota
4. Request from city to use 10 spaces in parking lot for teacher parking.  
There was quite a bit of discussion by the board and director regarding the parking lot. The subject has been tabled until additional information can be provided by all parties.
5. Pastor Dayne Zachrison was unable to attend and make the proposal to have VCBC library a feeding site for National Free Lunch program during summer. Reverend Emmy Swedlund attended in his place. Board and Reverend Swedlund discussed the benefits of the program to the community and the advantages of utilizing the library as a location. Metcalf moved, Second Van Gijssel, to have the library act as a feeding site for the National Free Lunch program during the summer. Approved unanimously
6. Fundraising opportunity from Ashley Durbin.  
The board thanks Ms. Durbin for the offer however does not feel it's appropriate to have product sales as the library. Ms. Durbin is welcome to donate sales proceeds to the library and is welcome to put sales announcements on the community bulletin board.
7. Examining the possibility of creating a "research branch" at the BC museum.  
The director has discussed with Wes Anderson, curator of the Barnes County Historical Museum, the creation of a "library branch" within the museum. Details are still being worked on however the preliminary plan is for the library's local history collection to be moved to the museum thereby creating one centralized location for those materials. This will provide "one stop shopping" for researchers, free up library shelf space for higher circulating materials, and increase museum usage. The library will provide ILS access and cataloging. Grant funds will be needed to catalog the museum's print collection.

**VIII. Other:**

- 1.

**IX. Adjournment** 6:22 motion by Remick, Second Van Gijssel, Approved unanimously

**Next meeting:  
Tuesday June 12, 2018 5:05pm**