

## Agenda

### Valley City Barnes County Public Library Board

Date: June 18, 2020

Meeting held via Zoom: board present Tim, Joe, Vicky, Hilde

Staff present: Director Steve

**I. Call to Order 5:30**

**II. Additions to agenda**

*Need to schedule a foundation meeting, strategic plan*

**III. Minutes:**

May 21, 2020, secretary did not send minutes, they will be available next meeting.

**IV. Financial Report:**

*Motion to approve as presented Joe, 2<sup>nd</sup> Tim, approved unanimous roll call vote*

**V. Director's Report:**

**VI. Policy Review:**

1. Review internet policy

*Motion to approve review Joe, 2<sup>nd</sup> Vicky, unanimous approval*

2. Review employee pay and benefits policy

3. *Motion to approve review Vicky, 2<sup>nd</sup> Tim, unanimous approval*

4. Evaluation of library director hiring policy *First reading*

5. Evaluation of Staff employment policy *First reading*

**VII. Old Business:**

1. Parking lot

*Motion to approve Newman quote Joe, 2<sup>nd</sup> Tim, approved unanimous roll call vote*

2. Video editing computer quotes

*Motion to approve B&H quote Hilde, 2<sup>nd</sup> Joe, approved unanimous roll call vote*

3. Discussion on opening the library

*Board had a long discussion regarding reopening the library, the need for computer and internet access, and dissatisfaction by member of the community who have expressed opinions the library should be fully opened. The library has been doing curbside service since June 1<sup>st</sup>. The executive committee has been working on a plan to allow computer access while limiting building access.*

*Director was asked if executive committee meeting needed minutes. He did not think so but will check open meeting laws to confirm. The board did ask for meeting notes moving forward.*

4. Agenda addition – strategic plan  
*discussion tabled until next meeting*

**VIII. New Business:**

1. July 4<sup>th</sup> falls on a Saturday this year. Since the library is currently not open on Saturday's director recommends we give hourly staff their regular holiday pay and a paid day off for salaried staff rather than closing a different day.

*Director clarified salaried staff would take a day off during the week, not get overtime. Motion to approve Joe, 2<sup>nd</sup> Tim, approved unanimous roll call vote*

2. Audit: We received the report and bill from the state, included in packet. There were a couple notes on the findings. The director contacted Harold Rotunda, who performed the audit, since the findings were in CPAese. Rotunda sent the following email.

*I always try to comply with the State Auditor guidelines. There was a change in the reviewers recently and he has a different perspective. His points are valid and I will continue to try to implement those points in future audits. I want to assure you the points relate to style of the report. Thanks HJR*

He further stated he would be in VC in the near future and would stop by. I'm sure we could set up a meeting with any board members who have questions.

3. Agenda addition - Foundation board meeting

*Hilde discussed the need to have regular foundation meetings, they have not met in over a year. Currently the library board is the foundation board. Library board discussed the need to recruit community members for the foundation board. A foundation board meeting was scheduled the second Thursday, July 9<sup>th</sup> at 5:30. A copy of the bylaws will be sent out prior to the meeting.*

**IX. Other:**

- 1.

- X. Adjournment** 6:58 motion Vicky, 2<sup>nd</sup> Joe

**Next meeting:  
Thursday July 16, 2020 5:30pm**