

Minutes

Valley City Barnes County Public Library Board

Date: May 16, 2019

- I. **Call to Order:** meeting called to order 5:33 by Hilde van Gijssel. In attendance Hilde van Gijssel, Steve Hammel, Ruth Berg, Melissa Remick, Vicky Lovell. Not in attendance Ross Powell.
- II. **Additions to agenda:** No additions to the agenda
- III. **Minutes:**
April 18, 2019. Motion to approve the minutes made by VL, 2nd MR. Vote Unanimous.
- IV. **Financial Report:** At this point should be about 33% of budget used. Went through a couple of line items that are over that percentage. Many are once yearly fees. Motion to approve financials as presented RB, 2nd VL. Roll call vote: each approved.
- V. **Director's Report:**
 1. New HVAC equipment has been installed. We need to set up a maintenance contract. Vince talked with Justin, but we have not received any answer yet.
 2. Still trying to find a contractor to address the roof leak. Drywall in multipurpose room ceiling needs repair which needs to wait until we have the roof repaired.
 3. We need to get the gutters cleaned and damaged downspouts replaced. We should have gutters cleaned in spring and fall and see about getting heating coils installed to prevent ice dams which may have been the source of the roof leak.
 4. Question regarding overage for bookkeeping from April meeting: email sent by Amy to board 4/23/19- addressing additional hours necessary for 2018 end of year, taxes, and time for organizing since she was new.
 5. Librarian and a board member from Ellendale PL stopped by to pick up a couple boxes of weeded and unneeded donated books to use at their library. Director gave them a tour of the library and talked at length with them regarding various library related issues. Small or large we all have the same problems.
 6. Director spoke with both the principal and librarian at BC North regarding utilization of public library resources. Director invited Principal Wilson, who is fairly new, to come visit the library this summer and see all the good things we have happening here. This is a potential for another branch. Will need to be considered after the Litchville gets on its feet.
 7. Youth services staff has visited all schools in our service area to talk up Summer Learning program. Student response has ranged from very excited to meh. The Star Wars and Fortnite parties did get enthusiastic responses. May consider doing a live feed
 8. Director applied for and met with United Way grant committee to request continued support of the Books on Wheels program and Ready, Set, Read program.
 9. Staff update: Travis has been bumped up to half time again. Hopefully the schedule will not overtax his health. Director received four applications for the open 10-hour position and started interviews this week.
 10. Director updated account with PCI to continue accepting credit cards for another year. Not that difficult just time consuming.

11. Library is signed up to participate in the Rally in the Valley parade. Any board member who wishes to participate is welcome to join in the fun. We are throwing light-up bouncy balls this year.

VI. Policy Review:

1. Circulation policy: Tabled to June meeting

VII. Old Business:

1. Litchville branch – new barcodes and scanner have arrived. Next step is lining up and training volunteers to input their collection into Apollo. June 3-4 may start cataloging books.
2. Museum branch is a consideration. Many books on local, city, and county history could be housed in the museum to allow 1 stop research. This would most likely be a non-circulating branch. Will be discussed further as Litchville progresses.
3. Parking lot. VL will get estimates to put in signage from several businesses
4. To-do-list: tabled to June meeting
5. Other policies: Tabled to June meeting
6. Strategic plan – start fall 2019 with new board
7. Barn: the Vo-tech is a possibility for maintenance. MR will contact to see if this kind of project is within their scope
8. Damage from snow removal: talked with Mayor
9. Disaster plan and technology plan: Tabled to June meeting

VIII. New Business:

1. 2020 budget request for Barnes County has been submitted
2. Additional picture book shelving needed. MR will check with former members of the Friends of the Library to see if they have funds.
3. Pie day: Madeline Luke is lining up volunteers to have Pie Day after the Rally in the Valley parade. Last I spoke with her, she wants the proceeds to go for the computer/tech classroom.
4. Supporting the Development Corp: HvG, SH will talk with Jennifer Feist to see if there are opportunities to work with the Development Corp. Especially in helping people use the computers for job search and applications.

IX. Other:

- 1.

X. Adjournment: Motion to adjourn the meeting from VL @ 7:06, 2nd by RB. Meeting adjourned

**Next meeting:
Thursday June 20, 2019 5:30pm**