Agenda

Valley City Barnes County Public Library Board

Date: Thursday, January 23, 2025, 5:30 pm

Members Present: Hilde van Gijssel, Annie Beauchman, Anita Tulp, Kristi Anderson, Vicky Lovell, Kelsey Carlson

Members Absent: Dewey Magnuson

I. Call to Order Meeting was called to order at 5:36 by Hilde van Gijssel.

II. Additions to agenda: Financial policy and procedures document (New Business)

III. Minutes:

December minutes: Vicky Lovell made a motion to accept December minutes. Kelsey Carlson seconded. All in favor.

IV. Financial Report:

December Financials: There is currently a deficit due to us not receiving funds we had anticipated. Kelsey Carlson made a motion to accept December financials. Annie Beauchman seconded.

Roll call: Vicky Lovell: Yes
Kristi Anderson: Yes
Annie Beauchman: Yes
Kelsey Carlson: Yes
Hilde van Gijssel: Yes

V. Director's Report:

January Director's Report: Hilde would like to add to the minutes that $4505 was raised from our market day. There is some jam left that will be sold around Valentine's Day.

VI. Committee Reports:

Foundation report on fundraising— Money has been transferred for all the funds through December. We were able to close the gap on funding. We still have $21,000 in pledges coming in over the next couple years. They're currently holding $17,000 that needs to be transferred to the library. Once that happens we have $89,000 in our account to pay back the majority of the loan. The residual from the insurance money came in and will go in that account, as well. The Foundation still has money, and there was a request to loan the remainder of the money to completely pay off the loan. They're considering the request.

VII. Old Business:

-Staff Christmas Bonuses: Hilde made sure to express her appreciation for the staff during the construction project when she gave the bonuses.

-Plumbing proposal from TNT Plumbing to fix the patron bathroom P-traps in the floor- We don't have an official quote yet from TNT. We're looking at over $3,000 for the whole project. We can't vote on retiling until we know what needs to be done with the plumbers. Discussion was tabled.

VIII. New Business:

Carpet cleaning or replace carpet tiles (proposal for replacing tiles) (cleaning proposal from K & S)

Carpet has never been cleaned. The attached proposal is to replace all the ruined carpet tiles. We'd like to have them cleaned to see if we can clean any of them enough so that we don't have to replace as many.
-We reviewed carpet cleaning quotes from K&S and ServiceMaster. The K&S quote includes Scotch Guard and includes a discount. Vicky Lovell made a motion to use K&S to clean the carpets. Vicki Anderson seconded. All in favor.

Roll call:	Vicky Lovell: Yes	Kristi Anderson: Yes
	Annie Beauchman: Yes	Kelsey Carlson: No
	Hilde van Gijssel: Yes	

Roughrider Industries proposal: Anita wrote a grant that allowed us to buy new bookcases, but we had to provide matching funds. Anita would like to go with the c-shaped book table from the RRI quote. Book Table Flush and the loveseat would be the preferred items to purchase. Hilde van Gijssel made a motion to purchase the $1689 quote that includes the book table and loveseat where the money comes out of the Memorial account. Kelsey Carlson seconded.

Roll call:	Vicky Lovell: Yes	Kristi Anderson: Yes
	Annie Beauchman: Yes	Kelsey Carlson: Yes
	Hilde van Gijssel: Yes	

Strategic Planning session- There is no current update.
Financial Policy and Procedure- We had the first reading of how we're going to go forward with reporting financials. This is meant for anyone who does not have an accounting background. We will vote on approval of this policy in March.
-Our current Capital Improvement account does not earn interest for us.
-Vicky would like to move the reconciliation to March 1st.

Anita drew attention to some things currently going through legislation that would affect our library.

IX. Adjournment Kelsey Carlson made a motion to adjourn the meeting at 6:47. Annie Beauchman seconded. All in favor. Meeting adjourned at 6:47.

Next meeting:
Thursday, March 20, 2025, 5:30 pm