

## Minutes

### Valley City Barnes County Public Library Board

Date: June 20, 2019

- I. **Call to Order:** Meeting was called to order @ 5:30. In attendance Kalyn Botz, Hilde van Gijssel, Steve Hammel, Melissa Remick, Vicky Lovell, Joe Demasi (Community Member). Not in attendance Ross Powell, Ruth Berg.
- II. **Additions to agenda:** No additions to the agenda
- III. **Minutes:**  
May 16, 2019: motion to approve the minutes HVG, 2<sup>nd</sup> VL. Motion approved unanimous vote.
- IV. **Financial Report:**
  1. Monthly report. Money came in from the county, and are expecting state aid to come in after new fiscal year (July 1). HvG moved to approved the financials as presented, 2<sup>nd</sup> MR. Roll Call vote: each approved.
  2. Director discussed moving incorrectly budgeted line item amount in reference to large print with bookkeeper, should be fixed by next month.
- V. **Director's Report:**
  1. Summer learning: 215 kids, 51 adults, teens didn't have a formal signup this year. There was also a good turn put for Fortnight party.
  2. Hired Cassidy Smith for the open 10-hour position. She is settling in and getting to know the routine. Director feel like we have the right amount of staff.
  3. Director and Hilde attended an informational meeting held by Sheyenne Valley Community Foundation to discuss forming a local chapter of the Alliance of Nonprofits. Director thinks this is a worthwhile endeavor and recommends the library participate.
  4. Library received a marketing plan from Shautay Feist to do television advertising on KVRR Fox new in Fargo. Director recommends we include a marketing component in the strategic plan.
  5. Director readapted and redesigned a library use value calculator available from ALA. This is another tool to demonstrate the economic impact the library has on the community. Additionally, he shared the redesigned calculator with other libraries in the state through the NDLA and NDSL listserves. Steve will also try to put up on the web page the example page that explains the cost of other services offered at the library.

6. Pie Day: the library made \$807.81. Madeline Luke, who organized the event, would like the proceeds for this and last year's Pie Days to go toward setting up the computer/maker-tech/small meeting room.
7. Madeline and her husband Gary are donating pollinator perennials. They will be planted on the south side between both entrances.
8. Grounds crew from Open Door are starting to spiffy up the outside with lots of annual flowers and new mulch.
9. Staff participated in the Rally in the Valley parade. We added a float this year, decorated by the teen group and included a new banner holder built by the director. The light up bouncy balls seemed to go over really well.
10. The director has scheduled a week of vacation time the end of July/first of August. He will be attending the adult music camp at the International Peace Garden.
11. Registered Sara for a Fundamentals of Cataloging course through ALA. It's a six week online class starting in October, cost was \$169.
12. Director reserved for purchase in July, three HP 840 computers from the VCSU computer sale, units are \$298 each. We will replace both circulation computers and the reference computer all of which are running Windows7. Director is planning on upgrading adult circ computer to Windows10 and set it up to be a dual monitor workstation for tech service.
13. The results of aggressive weeding and collection management over the past six years are evident in the following statistics: 38% of the collection has a copyright date of 2010 or newer, 29.5% 2000-2009 copyright which means 67% of the collection is newer than twenty years.

#### **VI. Policy Review:**

1. Circulation policy. Need to address the time period for fines or replacement.  
Address next meeting
2. Discussion of requirement to be eligible for a library card. Make changes to the policy and have a reread for next meeting.
3. For next meeting to review the letters that go out with fines and notices.
4. VL motion to delete the fines for general collection books; keeping the fines for DVDs. 2<sup>nd</sup> HvG. Each approved

#### **VII. Old Business:**

1. Litchville branch: Ruth and a couple volunteers have been inputting materials in the ILS. As of 6/17, 1120 items have been entered. Tabled
2. Museum branch and Wimbledon community library. Tabled.
3. Parking lot – school response and what's next, signage. Both members of the sub-committee are either stepping down or have been absent, so more work will require to create a new sub-committee. Newman signs will still get a hold of Vicky to get some prices and ideas for signage. The suggestion that all

complaints go to the police. For next meeting we will have more info on cost and some verbiage on policy.

4. To-do-list: Ruth Hilde have been working on the hiring and dismissal policy for the director. Will continue to work on the policy for evaluations as well. Steve will write the employee evaluation policy.
5. Strategic plan – start fall 2019: Tabled
6. Barn
7. Disaster and technology plans: Tabled
1. Additional picture book shelving and children's circulation desk: HvG motions to use the Dakota Bank Contribution fund to buy Picture Book Shelving. Also for the September meeting to have a quote for a circulation desk in the Children's library. 2<sup>nd</sup> VL. Roll Call vote each approve. Friends of the Library update. The Friends group is planning to invest their money, and donate the dividends to the library for professional development.
- 8.

**VIII. New Business:**

**IX. Other:**

- 1.

**X. Adjournment:** meeting adjourned 7:28

**Next meeting:  
Thursday July 11, 2019 5:30pm**