

McKenzie County Public Library

Library Board Meeting Minutes

ZOOM - Wednesday, April 8, 2020

On Wednesday, April 8 the Library Board for the McKenzie County Public Library met per ZOOM due to the Coronavirus 2019. The McKenzie County Public Library is located in Watford City, North Dakota.

Present per ZOOM were: Celeste Berg, President; Erin Perry, Vice President; Mary Kindel, Board Member. Absent were: Commissioner Howdy Lawlar, Representative of the County Commissioners and Vicki Bauer, Secretary. A quorum was present. Library Director Stephanie Galeazzo was also present.

Meeting was called together at 12:05 PM by President Berg. In the absence of the secretary, Trustee Kindel graciously agreed to take minutes. Trustee Kindel made the motion to approve the Agenda as listed. Vice President Perry seconded the motion. All voting aye motion carried. Minutes from the past two meeting were reviewed. Vice President Perry made a motion to accept the minutes as corrected. Trustee Kindel seconded the motion. All voting aye, motion carried.

The Bills and Finances were reviewed as well as the Statistical Report. Trustee Kindel made the motion to approve both as written and Vice President Perry seconded. Motion carried with all voting aye.

At this point, Secretary Bauer joined the meeting per zoom (approximately 12:10 PM). Stephanie went over the Library Director's Report which will be attached. Presently the library is closed to the public due to the pandemic COVID- 2019. Staff have been supplementing regular scheduled programming with twice daily Virtual Storytimes and a daily Boredom Buster. Staff continue with other maintenance duties as well as some updates.

Our Bookmobile has been waiting for updates and repairs but this is on hold due to the COVID-19 Virus.

Stephanie has been in contact with Fire Chief Uhlich. He will get the library an official plaque as to the room capacity for the Sanford Room.

A meeting with the DMV was scheduled but has now been postponed due to the virus. At present the DMV is not meeting in the Sanford Room due to the virus. This meeting will be rescheduled once restrictions are lifted.

The Board had agreed to revisit the question of weekend hours at this April meeting. However, due to the COVID-19 Virus this was tabled until a later date.

Library Director Stephanie has become aware of the McKenzie County Public Library's account with the North Dakota Community Foundation. She has contacted the Foundation to find out more about this and to be updated as to the size of the account and details regarding access. More definite information is needed and Stephanie will do more research on this.

Stephanie reported on the April 2020 Inventory that was completed the week of April 6, 2020. Presently the library has 21,814 items in its collection.

The McKenzie County Public Library Board will meet again on Wednesday, May 13, 2020.

Vice President Perry made the motion to adjourn. Secretary Bauer seconded the motion. All voting aye, the motion carried. President Berg adjourned the meeting at 12:34 PM.

Respectfully submitted,

Mary Kindel, Acting Secretary

MK/vb



Library Director's Report

April 8, 2020

- While the Library is closed to the public during the pandemic that is COVID-19, librarians have been supplementing regularly scheduled programming with twice daily Virtual Storytimes and a daily Boredom Buster, which is designed to give viewers at home various ideas of things they can do while self-quarantining. These performances are taking place via Facebook Live on the McKenzie County Public Library's Facebook page.
- While the Library is closed, Library Staff has been conducting various tasks such as:
 - i. Weeding using M.U.S.T.I.E. standards as outlined in Library Policy
 - ii. Shifting various sections to provide room for additional materials
 - iii. Revamping and expanding the Reference Section, including new ND Law books
 - iv. Processing new books and cleaning books already in the collection
 - v. Sanitizing various workspaces, especially those that are shared
- On Wednesday, April 1, 2020, the Library began its second quarterly inventory of the year. The inventory should be completed prior to the April meeting, with an inventory recap being presented at that time.
- All Library employees attended a webinar on Tuesday, March 31, 2020, that covered Copyright and Fair Use. This information is useful not only during this pandemic but also during normal operations.
- New furniture has arrived for the Children's Area including new tables that will provide more seating, a sit and play snake, an animal themed rug, and additional wall décor. Staff will begin assembling and placing the new furniture beginning on Monday, April 6, 2020.
- Library Staff is working to create a specialty section in the Library specifically for non-fiction titles relating to North Dakota Heritage. Space is currently being made for this collection.
- Library Staff is working to create a special section in the Library specifically for Legal Reference materials. Space is currently being made for this collection as well.

Written April 2, 2020