

McKenzie County Public Library

Library Board Meeting Minutes

Wednesday, February 12, 2020

The Library Board for the McKenzie County Public Library met in the Sanford Room at the McKenzie County Public Library located in Watford City, North Dakota on February 12, 2020.

Present: Celeste Berg, President; Vicki Bauer, Secretary; Mary Kindel, Board Member; Commissioner Howdy Lawlar, Board Member. Absent: Erin Perry, Vice President. A quorum was present. Library Director Stephanie Asselin was also present.

The meeting was called to order at 12:00 noon by President Berg. Motion to approve agenda was made per Trustee Kindel. Seconded by Secretary Bauer. All voting aye, the motion carried.

The January minutes were reviewed; with no corrections or additions minutes were approved.

A motion was made by Commissioner Lawlar to approve the Finances as presented. The motion was seconded by Trustee Kindel. All voting aye, motion carried.

The Library Director's Report (a copy is attached) was reviewed with Library Director Asselin noting a few highlights. Library statistics were also reviewed. The library has a new staff member beginning this month.

The Security System has been updated and is finished.

The following policies were reviewed: Sanford Room Policy; Programming Policy; Cash Handling Policy; and Bookmobile Policy. Following two amendments, a motion by Commissioner Lawlar was made and seconded by Trustee Kindel to approve the policies as amended. All voting aye motion carried.

Director Asselin presented the January 2020 Inventory Recap.

The Library Bookmobile is presently grounded. Concerns and options were discussed with new Fleet Manager Bob Hanson; the Bookmobile will remain grounded due to safety concerns. Director Asselin was directed to do research for a new smaller Bookmobile.

Holiday Closures for 2020 were discussed. Commissioner Lawlar made the motion to be closed on November 28, 2020 and on December 26, 2020. Secretary Bauer seconded the motion. All voting aye, motion carried.

A motion to have a Census Recruitment Table at the Library was made by Secretary Bauer and seconded by Trustee Kindel. All voting aye, motion carried.

There was a discussion on the DMV usage of the Sanford Room. They are at the library twice a month.

Commissioner Lawlar made the motion to increase the limit on the library's credit card to \$1500. This was seconded by Secretary Bauer. All voting aye, motion carried.

Our next meeting will be on Wednesday, March 25, 2020 at 12:00 noon.

Meeting adjourned at 1:02 PM.

Respectfully submitted,

Vicki L. Bauer, Secretary



Library Director's Report

February 12, 2020

- In the last two months, Library Staff has repainted both restrooms located in the Library and the Sanford Room. These three areas were given a fresh coat of white paint.
- Currently, we are in the process of updating the Sanford Room with the goal being that the room will be more appealing and therefore utilized more by the community in need of a meeting space. Updates include: refreshing the artwork, a new proctoring desk, a new conference table, new seating, updated appliances, updating signage, installing automated and semi-automated soap and paper towel dispensers, new dry erase board, and more.
- One of our Library Assistants had their last day on Friday, January 31, 2020. A significant number of applications have been received for the empty position. Interviews are currently being conducted with the Human Resources Director, Joseph Weber. A decision will be made on Tuesday, February 11, 2020, as to who will fill the position.
- The Friends of the Library gifted clear sign holders to the Library that will be used throughout the facility. Maintenance has begun installing the sign holders as of February 7, 2020.
- The tablet for use by the Library Director has been received and is functioning properly.
- Library Director Asselin will be on the McKenzie County Handbook Review Committee.
- Assistant Library Director Mathisen has been working, shelf by shelf, to determine which series in the collection are incomplete so that we may fill in what is currently missing.
- Librarian Assistants have been working, shelf by shelf, to inspect and clean each book in the collection as needed.
- Library Director Asselin is working with DAWA out of Williston to generate a background for use on all public computers.
- Armor will be installing new public use computers on February 18, 2020.
- There are still a few spots available for the March Book Club, which will meet on Wednesday, March 4, 2020 from 6:30 PM – 7:30 PM.

Written February 7, 2020