

McKenzie County Public Library

Library Board Meeting Minutes

Wednesday, January 8, 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 January 8, 2020.

Present: Celeste Berg, President; Erin Perry, Vice President; Vicki Bauer, Secretary. Absent: Mary Kindel, Board Member; Commissioner Howdy Lawlar, Board Member. 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 as corrected (wrong date was listed for next board meeting) was made per Secretary Bauer. Seconded by Vice President Perry. All voting aye, the motion carried.

The November minutes were reviewed. There were no corrections or additions. Minutes were approved as read.

A motion was made by Vice President Perry to approve the Finances as presented. The motion was seconded by Secretary Bauer. All voting aye, motion carried.

The Library Director's Report (a copy is attached) was reviewed with Library Director Asselin noting a few highlights. Mackin Educational Resources of Burnsville, Minnesota is now our source for books and materials for the library. There are financial benefits to switching to this firm as well as improved service. Library statistics were reviewed.

In regards to the Library Bookmobile, no decisions have been made. The County is waiting for a new fleet manager to be involved with the project. Some of the new Security Cameras have been installed and are functioning. Garage and Children's area cameras have been ordered and this continues to be a work in progress. We are waiting on the Electro Watchman Door Access Keys.

Library Director Asselin reports that Library Artwork has been taken care of with proper people having their artwork returned.

There have been no complaints regarding the library being closed on Saturdays. Two people did ask why but there were no other comments. Secretary Bauer made the motion to continue weekend closures and to revisit the subject at our April Board Meeting. Vice President Perry seconded the motion. All voting aye, motion carried.

The March meeting date was discussed. Vice President Perry made the motion to move the meeting from March 11 to March 25. Secretary Bauer seconded the motion. All voting aye, motion passed. March meeting will be Wednesday, March 25, 2020 at 12 Noon.

Library Director Asselin presented policies for: Book Club, Board Game, Playaway Launchpad, and 2020 Bookmobile Permission Slips. Vice President Perry made a motion to approve all of these policies. Secretary Bauer seconded. All voting aye, motion carried.

Library Director Asselin indicated a need for policies regarding: Bookmobile Public Access; After School Clubs Observation; and Sanford Room No Shows. Each of these was discussed separately with guidelines suggested by the Board. Library Director Asselin will draft policies for each.

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

Vice President Perry made the motion to adjourn. Seconded by Secretary Bauer. All voting aye motion carried. Meeting adjourned at 1:06 PM.

Respectfully submitted,

Vicki L. Bauer, Secretary



## Library Director's Report

January 8, 2020

- The Library successfully completed 12 Days of Mommy & Me Christmas Crafts during the month of December. Total participation totaled 193 individuals over the 12 days.
- Mrs. Claus conducting an open house style Storytime on Thursday, December 19<sup>th</sup>. Children enjoyed listening to stories and making paper ornaments.
  - Mrs. Claus was even featured in the McKenzie County Farmer in an article about her visit to the Library.
  - After spending time with children at the Library, Mrs. Claus and Library Director Asselin visited the Good Shepherd home to wish the residents a very Merry Christmas!
- Santa took time out of his busy schedule to visit the Library on Friday, December 20<sup>th</sup>. Children were able to visit with Santa, enjoy a photo and decorate cookies afterward.
- For the second year, members of the community were able to drop off their letters to Santa at the Library. Replies from Santa were sent to those who provided a self-addressed stamped envelope.
- The Library held an adult craft where pre-registered individuals were able to create winter gnomes for the holiday season on December 18<sup>th</sup>.
- On December 23<sup>rd</sup>, the Library hosted its second movie marathon. In the spirit of the Holidays, all movies were family-friendly Christmas films.
- During the month of December, the Library partnered with the local food pantry in an effort to boost donations before Christmas. Patrons were able to donate non-perishable items to pay off fees owed to the Library. Each item was the

*Written January 6, 2020*

equivalent of \$1. If an individual without fees donated an item, the fee waiver was applied to the account most outstanding.

- Recently, the Library partnered with the Good Shepherd Home to bring another Storytime opportunity to the residents and those who call McKenzie County home. Recent activities included: caroling, cookie decorating, creating door décor, and more.
- Rough Rider Industries delivered the new Public Computer Workstation on December 31<sup>st</sup>. Feedback has been very positive.
- Storytime will resume on January 16, 2020. Storytime will be offered at 11:30 AM and 1:00 PM in an attempt to lessen the crowding that was happening previously.
- Brittany will begin training on Bookmobile next week.
- Currently, Director Asselin and Assistant Director Mathisen are conducting the first inventory of the year. In 2020, inventory will be conducted quarterly.