

McKenzie County Public Library

Library Board Meeting Minutes

Wednesday, June 10, 2020

On Wednesday, June 10, the Board met for the regular scheduled meeting of the McKenzie County Public Library. This was in the Sanford Room of the library.

Meeting was called together at 12:00 PM by President Berg.

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

Director Galeazzo requested an amendment to the agenda to include Absenteeism. Motion was made by Trustee Perry to approve the Agenda as amended. Trustee Kindel seconded the motion. All voting aye the motion carried.

May 13, 2020 minutes were reviewed and corrected. Commissioner Lawlar made the motion to approve as corrected and seconded by Trustee Kindel. All voting aye the motion carried.

May 21, 2020 Special Meeting was reviewed and corrected. Motion by Trustee Kindel to approve as corrected and seconded by Commissioner Lawlar. All voting aye motion carried.

Bills and finances were not available for review. The Statistical Report was reviewed. Director Galeazzo gave the Library Director's Report verbally. As of June 8, 2020, the Library is in Phase 5 of reopening.

A letter to Rachael Mount, Operations Manager of the North Dakota Driver's License of Bismarck, ND was drafted by Director Galeazzo and reviewed by States Attorney Skarda. This is regarding the Department of Motor Vehicle (DMV) use of the Sanford Room of the Library. The board members each had a copy of this draft to review. Commissioner Lawlar made the motion to mail and email this letter to Ms. Mount. This was seconded by Trustee Perry. All voting aye the motion was carried.

A motion was made by Commissioner Lawlar for the Library to move to Phase 7 of the Phased Library Reopening plan and to continue with signage as it relates to the pandemic and to have Personal Protective Equipment (PPE) available. This was seconded by Trustee Perry. Discussion followed. Phase Seven states that: The library is available to the public without restriction. Many statewide and local services are resuming near normal services and it was the consensus that the library is ready for this next phase. All voting aye motion carried.

The Board reviewed information given by the North Dakota Community Foundation. Secretary Bauer made the motion for the Library Board January Agenda to always include a report from

the North Dakota Community Foundation. This was seconded by Vice President Perry. All voting aye motion carried.

Under New Business, the 2021 Budget was presented by Director Galeazzo. Appropriate line items had been cut by 10% as requested by the County. However, new flooring is needed at the library which will cost \$60,000 and an additional \$20,000 is needed for normal building maintenance making the combined total of \$80,000. A new circulation desk is needed at the library to provide space for each staff person with that being \$12,000 and the additional \$8,000 is for regular upkeep which together makes \$20,000. Secretary Bauer made the motion to approve the budget as presented except for the Building and Maintenance Amount and The Equipment and Office Furniture amount to remain at \$80,000 and \$20,000, respectively. This was seconded by Vice President Perry. There was discussion that those particular items needed to remain at the full dollar amount as originally planned. All voting aye motion carried. This will next go to the Board of County Commissioners.

The Programming Policy was reviewed. Commissioner Lawlar made the motion for the Programming Policy to include under Registration Requirements: Registration is limited to individuals and their families. Trustee Kindel seconded the motion. All voting aye motion carried.

The terms of two Board Members are up in June 2020. Secretary Bauer has just completed a three-year term. Trustee Kindel has just completed an unexpired term of a previous board member. Both are willing to serve again. There are also two community members interested in being appointed to the board. County Auditor Erica Johnsrud was consulted as to the proper procedure for appointment. There will be interviews of the board candidates next week. The Board will then make their recommendations to the Board of County Commissioners. Election of Officers was tabled until the July meeting.

Director Galeazzo referenced the Library Board By Laws stating that board members are not allowed to miss three consecutive board meetings without an excused absence. Secretary Bauer made the motion to excuse the three recent absences of Commissioner Lawlar. Motion seconded by Trustee Kindel. All voting aye motion carried.

The McKenzie County Public Library Board will meet again on Wednesday, July 8, 2020 at 12:00 Noon.

Trustee Kindel made the motion to adjourn. Vice President Perry seconded the motion. All voting aye, the motion carried. President Berg adjourned the meeting at 1:12 PM.

Respectfully submitted,

Vicki Bauer, Secretary