

McKenzie County Public Library
Library Board Meeting Minutes
Wednesday, August 28, 2019

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 August 28, 2019.

Present: Erin Perry, Vice President; Vicki Bauer, Secretary; Mary Kindel, Board Member. Board Members absent included: Celeste Berg, Howdy Lawlar. Also present were Library Director Stephanie Asselin and Assistant Library Director, Char Mathisen. Brandon Kummer, Shop Foreman, of the McKenzie County Vehicle Maintenance Department was present.

The meeting was called to order at 12:01 PM by Vice President Perry. A motion was made by Secretary Bauer to approve the Agenda as submitted. The motion was seconded by Trustee Kindel. All voting aye, motion carried.

The July minutes were reviewed. There were no corrections or additions. A motion was made by Trustee Kindel to approve the minutes. This was seconded by Secretary Bauer. All voting aye, motion carried.

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

The Library's monthly statistics were reviewed.

The Library Director's Report (a copy is attached) was reviewed with Library Director Asselin noting a few highlights. Sid Moore did a book reading of Major: A Soldier Dog. Gianna Farrell with the National Parks Service had a Storytime with a Park Ranger. The first Storytime of the season was held on August 22 with the largest group ever in attendance. Sign up for the Library's first Book Club has begun with the first meeting being October 2, 2019.

Brandon Kummer gave a report on the condition of the Bookmobile. At present the Bookmobile is not in use due to safety concerns. Brandon explained that at

present there is too much weight on the rear axle. Possible ways to remedy this were presented as well as the anticipated costs. Removing the wheel chair lift to help alleviate rear end weight was suggested and discussed. At present the lift is rarely used, and even then it is only used by staff for the transportation of book carts. Secretary Bauer made the motion that due to safety concerns that Brandon proceed with his recommendation of adding bump stops, removing the wheel chair lift, and rearranging the interior. Trustee Kindel seconded the motion. All voting aye, motion carried. The possibility of a new wrap for the Bookmobile was tabled indefinitely.

Director Asselin presented the usage of the Library on the weekends. Trustee Kindel made the motion for the Library to be open on Saturdays from 9:00 AM until 12:00 noon beginning September 7, 2019. Secretary Bauer seconded. All voting aye, motion carried.

The Mascot purchase was tabled for a future time.

The Upgrades for the Security System was temporarily tabled.

Due to conflict with the Sanford Meeting room there needs to be a date change for the Board meeting in November 2019. Board members are to consult their schedules so that a new date can be scheduled.

Revision of the Library Board By-Laws was presented. (Proposed revision attached.) This was the First Reading of the proposed revision. This will be revisited at the September Board Meeting with any comments or corrections.

The Budget for 2020 was reviewed. Secretary Bauer made the motion to accept the 2020 Budget as presented to the McKenzie County Commissioners and to the McKenzie County Library Board. Trustee Kindel seconded the motion. All voting aye, the motion was carried.

Director Asselin stated that the 2019 Annual Report was presented to the County Commissioners.

Director Asselin presented information on State Aid just for our information.

Library Board Meeting dates for 2020 were presented and discussed.

North Dakota Library Association dues were discussed. Rather than provide each staff member with an individual membership, our Library will continue to maintain an Institutional Membership. The 2019 North Dakota Library Association Conference in West Fargo will be held September 25-27. This Conference will be of benefit to both our Library Director and to our Assistant Library Director. This year's travel budget does not include the cost for our Assistant Library Director to attend. However, our total budget has adequate funds. Trustee Kindel made the motion that Assistant Director Mathisen attend the 2020 NDLA Conference in West Fargo with Director Asselin with the understanding that the travel budget will be exceeded but that the overall budget will be adequate. Secretary Bauer seconded the motion. With all votes being aye, motion passed.

Creative Product Source Quote is suggesting our Library purchase pencils with our logo on them. Secretary Bauer made the motion to decline this offer. Trustee Kindel seconded it. All votes being aye, motion passed.

A revised Request for Reconsideration form was presented by Director Asselin. Secretary Bauer made the motion to approve the revision as presented. Trustee Kindel seconded the motion. All votes being aye, motion passed.

Our next McKenzie County Public Library Board Meeting will be Wednesday, September 25, 2019 at 12:00 noon.

Vice President Perry called for a motion to adjourn. Motion to adjourn made by Secretary Bauer and seconded by Trustee Kindel. All votes being aye, motion passed.

Vice President Perry adjourned the meeting at 2:00 PM

Respectfully submitted,

Vicki Bauer, Secretary



Library Director's Report

August 28, 2019

- Sid Moore came and did a book reading of Major: A Soldier Dog on August 14th. There were over 42 people in attendance.
- Gianna Farrell with the National Parks Service came to the Library on August 16, for Storytime with a Ranger. There were over 15 people in attendance.
- Our first Storytime of the season was held on August 22nd. There were over 49 people in attendance making this our largest group to ever attend a Storytime.
- Library Director Asselin and Assistant Library Director Mathisen visited the Williston Community Library on August 7th. Shadowing their Director, Andrea, was an invaluable experience. Many ideas were shared and will be implemented in the near future.
- Librarians from the Williston Community Library are scheduled to visit our Library on Tuesday, August 27th.
- Library Director Asselin and Assistant Library Director Mathisen attended the Summer Summit at the North Dakota State Library in Bismarck on August 8th. Topics covered included: Collection Development, Revisions to the Library Vision Guidelines, and the 2020 Census.
- The spinning Information Center has been removed from the Library and has been replaced with two large black bulletin boards near the Book Drop.
- Travel Books located in the 900s section have been corrected to display proper Dewey classification.
- Signups for our first Book Club opened as of August 19, 2019.

- Graphic novels in the Junior Nonfiction section have been corrected to display proper Dewey classification.
- Library Staff has been working on replacing spine labels that had previously been handwritten.
- Popular children's books have been replaced with newer versions, including: Curious George, The Magic School Bus, Amelia Bedelia, Harry Potter, Arthur, etc.
- Library Cards in the system have been cleaned up. If the Library Card had never been given an expiration date, it has been marked as expired so that the patron will need to fill out a Library Card Renewal Form the next time they are in. If the card had not been used in more than 4 years, it was deleted from the system.
- The entire Nonfiction Section has been shifted. New Nonfiction Books will soon be making their way to the top of the lowest bookshelves in this section.
- Bookmobile Permission Slips for the 2019-2020 School Year have been sent out to all of the Bookmobile Schools.
- Our Fall Clubs/After School Activities are scheduled to begin the second week of September. These clubs include: K'NEX Club, LEGO Club, and STEAM Club.
- The new Book Shelves and Computer Work Station have been completed and should be delivered shortly, along with the new chairs for the Public Use Computers.
- New study tables and chairs have been ordered to replace the old ones located in the back right corner of the Library.
- Two new black book trucks have been ordered for the Library and have shipped as of 8.22.19
- The Library has applied for an infrastructure grant. If chosen, staff from the North Dakota State Library will come to our Library to help better organize our technology (i.e. running cords, cleaning up the technology closet, etc.)
- The Library has started utilizing Better World Books for donations and as an addition to weeding the collection. Books are prescreened online and, if approved, are sent off to BWB. The books may be sold or donated. BWB provides all shipping boxes and covers all shipping costs of books sent to them.