

McKenzie County Public Library

Library Board Meeting Minutes

Thursday, July 9, 2020

On Thursday, July 9 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; Kelly Jones, Board Member; Commissioner Howdy Lawlar, Representative of the County Commissioners. A quorum was present. Library Director Stephanie Galeazzo was also present.

The agenda for today's meeting was reviewed. Vice President Perry made the motion to approve. Secretary Bauer seconded the motion. All voting aye, motion carried.

Election of Officers was conducted. For President, a motion was made by Vice President Perry to nominate incumbent President Berg. Secretary Bauer seconded the motion. All in favor motion carried. For Vice President, Secretary Bauer nominated the incumbent Vice President Perry. Motion seconded by Commissioner Lawlar. All in favor motion carried. For Secretary, Vice President Perry nominated the incumbent Secretary Bauer. Trustee Jones seconded the motion. All voting aye, motion carried. Slate of officers is as follows: President Berg; Vice President Perry; Secretary Bauer.

June 10, 2020 minutes were reviewed and approved as presented.

Bills and Finances were reviewed. Secretary Bauer made the motion to approve and Vice President Perry seconded the motion. All in favor motion carried.

Since the DMV were waiting for the Zoom meeting with the Board to begin, the agenda was adjusted to allow the Zoom meeting to proceed. Rachel Mount and Brad Schaffer were on the Zoom call as well as two unidentified people. The DMV plans to restart operations in Watford City on August 1, 2020. They have not been coming to McKenzie County since the COVID Pandemic. On June 10, 2020, The Library Board sent the DMV a letter suggesting that they find a more suitable location for the Watford City Driver's License Division. Several concerns were outlined in the letter including exceeding the 10-person limit for the Sanford Room per fire safety regulations. Commissioner Lawlar had spoken to the County Commissioners regarding the Yellowstone Room in the Courthouse as one of the potential options. The Department of Motor Vehicles is in the courthouse so having the DMV there would be convenient for patrons. Rachel requested contact information which was provided by Director Galeazzo. Rachael will keep Director Galeazzo abreast of any plans. Rachael states she will provide proper signage for the Library to display with any new information or changes. The meeting ended.

Next Director Galeazzo presented the Statistical Report.

The Library Director's report was reviewed with Director Galeazzo highlighting a couple of items. TEI Audio is the company the library has been using for audiobook leasing. The company has now closed its doors because of COVID-19. Director Galeazzo will explore various options and present later to the Board. Library Director Galeazzo now has a County issued cellphone for work purposes.

The inventory was conducted under dual control by Library Director Asselin and other staff members the week of April 6, 2020. 18,143 items were scanned. This does not include the bookmobile.

Under Programming Policy, Registration Requirements for the Summer Reading Program were reviewed. This was tabled until August.

For the 2021 Budget Commissioner Lawlar explained that the County Commissioners want concrete numbers for the purchases planned. Director Galeazzo will obtain these numbers for the Board and for the Commissioners.

Under New Business, Library Card Renewal policy was presented. Motion by Kelly to approve this new policy which reads "Upon expiration, patrons will need to renew their Library Card by bringing in the documentation required for the issuance of a new Library Card." This was seconded by Commissioner Lawlar. All in favor motion carried.

Summer Reading Program 2020 Prize Acceptance and Liability Waiver was presented by Director Galeazzo. Motion to approve this as presented made by Secretary Bauer and seconded by Trustee Kelly. All in favor, motion carried.

Director Galeazzo presented information regarding the development of a new Long-Range Plan. Discussion ensued as to what should be included. This was tabled until a later time.

President Berg welcomed the newest board member Kelly Jones. She has been appointed to serve a three year term. Vicki Bauer was appointed to a second three year term.

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

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 1:07 PM.

Respectfully submitted,

Vicki Bauer, Secretary



Library Director's Report

July 9, 2020

- Joe Puhalla with Rough Rider Industries visited the Library on June 24, 2020, to begin drafting a quote for a new circulation desk.
- TEI Audio, the company we have been using for audiobook leasing has closed its doors as a result of COVID-19. Institutions have been instructed to keep any leased audiobooks. Director Galeazzo has reached out to TEI Audio with no reply at this time.
- The article about the Library's digital services was published in the June 24th edition of the McKenzie County Farmer.
- Director Galeazzo and Assistant Director Mathisen attended the Long X Trading Post Welcomes Summer event on June 20, 2020 at the Children's Park in Watford City. The Library provided craft kits and coloring pages for the children in attendance.
- The Library is continuing to work with Watford City Parks and Recreation for Tot Time in the park. Participation has been steadily increasing each week. The program will continue each Wednesday in July, through July 29, 2020.
- New doorstop kickstands have been purchased for the Sanford Room, Restrooms, Fire Door, Mop Room and Security Room. Maintenance is scheduled to install the kickstands in the coming days.
- The Library continues to encourage McKenzie County residents to complete the 2020 Census. This includes: staff wearing census t-shirts, all public use computers have the Census completion webpage as their homepage, and publishing promotional posts to Facebook.
- The Library's website has been incorporated into WatfordCityEvents.com, events will now display on both the Library's website and the town's community calendar.
- There are two adult craft kits coming up in July and August: a campfire string art and a floral pocket wreath.
- Assistant Director Mathisen has been going through the DVDs currently in circulation and replacing broken cases while sanitizing each case.
- Library Director Galeazzo now has a County issued cellphone for work purposes.

Written June 29, 2020