

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
May 18, 2020

The meeting was held by Zoom due to the health precautions set in place by the City of Valley Center and the Library Board. The meeting was called to order by Chair Toby Carver. Those in attendance were Toby Carver, Jeanne Shove, Morgan Wiebe, Shelli Miller, Cricket House, Stacy Alexander, Terry Foster and Janice Sharp. Nancy Anderson, Brent Clark and Ron Colbert also attended.

Cricket made a motion to approve the agenda; Stacy seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the minutes from the April 27 and May 6 Special Meeting; Jeanne seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the May financials and the corrected April report and to pay the bills; Shelli seconded. Motion carried; vote was unanimous.

In the Public Forum, Nancy shared that no progress had been made on the Butterfly Garden due to the business shutdowns in the City.

In the report for the Board Chair, Toby shared that Judy Conrady had resigned her position on the Board after the previous meeting. Morgan commented that if she were to be considered for Treasurer, she would like to know the clearly defined role for the treasurer since Janice handles all of the bookkeeping and prepared the reports. There were also comments regarding the secretarial position and that Janice also prepares the minutes. During the conversation, Janice emailed the job description for the Director with those duties included. Brent was asked how other libraries have handled the positions – do the board members actually prepare the treasurer reports and minutes? His reply was that his experience is that the board members carry the titles but someone else prepares the reports. It was decided that in the near future, the Board will be discussing redefined roles and reviewing and updating the Bylaws since the Bylaws were adopted in April, 2018. Janice also emailed the chart of the Board members to the Board and Brent which list the names, contact information of each and the dates their terms expire. We discovered that Stacy's term expired in April. Janice will prepare a letter to the Mayor requesting her reappointment at the next City Council meeting.

In the Director's report, Janice explained that the Police Department would prefer that we remain closed to the public until after the City Court on June 10. She also requested that we close the Library at noon that day since there will be a high volume of court cases and related people involved. The Board approved the closure.

Janice has visited with Neal (Parks & Building Supt.) to ask permission to install shelving in the workroom just above the tops of the doors. We will be able to store items that are less used and out of visibility of patrons. Neal approved and Brent agreed to have City personnel install the shelving once the Board approves the expenditure.

Janice and Terry had prepared a page of questions and suggestions regarding re-opening. The Board agreed that we are OK to continue our curbside service until at least June 15 but possibly longer. We prefer to not allow patrons to come in for browsing at this time. No date has been determined for additional re-opening. Terry had looked online at a variety of libraries in our area and found that most were just beginning curbside and not re-opening yet.

In the Office Manager's report, Terry had prepared the usual stats and additional stats that showed the number of programs we had cancelled due to the shutdown. She had also prepared a chart indicating how many bundles of materials had been delivered curbside to our patrons.

Jeanne made a motion to adjourn the meeting; Stacy seconded. Motion carried; vote was unanimous.