

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
January 8, 2024

The meeting was called to order by Toby Carver, Board Chair. Those in attendance were Toby Carver, Shelli Miller, Barbara Jarman, Stacy Alexander, Michael Vo, Jeanne Shove, Morgan Wiebe, Terry Foster and Janice Sharp.

Morgan made a motion to approve the agenda; Jeanne seconded. Motion carried; vote was unanimous.

Stacy made a motion to approve the minutes from the November 13 meeting; Shelli seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the financial report with an amendment to correct the payment to the Ark Valley News; Stacy seconded. Motion carried; vote was unanimous. The check for the News was made out for \$120 and the 2yr. subscription is \$60.

We have received two payments at year end from the City. At this time, Janice is not transferring the 10% to the CIP fund. The CIP Fund has a balance over \$100,000 – the interest rates are the same in both accounts. Morgan suggested that we should discuss a purpose for the CIP funds.

In the Director's report, Janice shared that she has included the payment for the Sage renewal that will be deducted from the checking account about Jan. 18. We have received an invitation to attend the annual meeting for Main Street Valley Center. All board members and spouses are invited to attend the dinner on Thursday, Jan. 25. Janice will pass on names of those planning to attend.

Janice and Terry have been working on the year-end report for the State Library. Janice is planning to have the report submitted prior to her surgery on Jan. 30.

Janice has not yet completed the 2024 budget. She will work on it after surgery.

Janice stated that with Sarah resigning soon, we will be interviewing for her position. We would like for the position to be full time with some benefits. Morgan suggested we contact Conrady Insurance regarding benefits. Morgan made a motion to offer a minimum of \$500 per person through a policy paid by the Library; Jeanne seconded. Motion carried; vote was unanimous. It was suggested we should check on proof for the payment provided.

In the Office Manager's report, Terry indicated that the statistics improved in all areas. She will discontinue the line item for curbside deliveries but add a line for patron savings.

We submitted the grant for Menopause Valley Center requesting \$3,150 for the purchase of launchpad tablets. We will be notified about the grant approval in early February.

In Old Business, we have purchased undercounter storage for under the circulation desk. More may be added in the future as needed. The information for wage increases was postponed to the next meeting.

In New Business, Janice asked if there could be a change in the starting time back to 6 PM. Toby will let her know.

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

