

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
October 9, 2023

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

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

Stacy made a motion to approve the minutes from the September 11 meeting; Shelli seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the financial report and pay bills for October; Jeanne seconded. Motion carried; vote was unanimous. Janice shared that the checks include payment for the annual Biblionix automation fee and the annual movie licensing fee. We also received a check from the City in the amount of \$21,825.55 and a transfer is being made to the CIP account for 10% (\$2,182.55) of that deposit.

In the Director's report, Janice visited with the Board about the possibility of selling the 2 older laptop computers we currently have along with an Ipad that we have had for more than 5 years. They are old enough that upgrades cannot be fully accomplished. Janice presented a quote from a staff member at SCKLS for a new laptop – total of \$1,425.55. It was decided that we do not need a new briefcase which reduces the cost by \$47.24. Morgan made a motion to purchase a new laptop with no briefcase for a total of \$1,378.31; Stacy seconded. Motion carried; vote was unanimous. We will clean all files from the computers before disposing of them.

The staff will be hosting the Chamber of Commerce lunch on Wednesday, Oct. 18. Jeanne offered to bring French bread, Stacy offered to bring a dessert, and Shelli offered to bring salad. Nancy Anderson is also providing some items for the lunch.

Trick or Treat Main Street will be on Monday, Oct. 30. The Library will need to close at 4 PM to enable staff to get all supplies to Main Street in front of LeVenue prior to the 5-7 PM event. The Board agreed.

Janice is also beginning to book programs for 2024 for both the summer reading programs and adult programs. She is also getting bids for cleaning of the building and window washing. She offered to do preliminary bid information for Neal.

In the Office Manager's Report, Terry shared that the stats are running on par with previous averages. We're anticipating that the totals for circulation and Library visits will exceed the totals for 2022.

Terry shared information about the Butterflies & Beer event that Nancy planned as a thank-you to volunteers for their work in the Butterfly Garden over 2023. Terry had a display of materials about pollinators that were funded with a program grant from SCKLS.

We're planning a Solar Watch Party for Saturday, Oct. 14, that will have games, crafts, treats, and eclipse glasses.

The book sale is up and running as of about noon today. The sale will run for 2 weeks.

Janice requested that the Board begin considerations for possible year end expenditures – bonuses, raises, determining the cost of living change. In the discussion, other items were presented – undercounter storage for the circulation desk, possibly setting up an art display (having people put their art work on display that would be for sale), having a path prepared for the west side of the building from the sidewalk to the garden (could be from mulch rather than concrete). Another improvement could be lighting along the sidewalk in front of the building. Janice is to bring some possible items and costs for the November meeting.

Morgan made a motion to adjourn the meeting; Barbara seconded. Motion carried; vote was unanimous.