

VALLEY CENTER PUBLIC LIBRARY  
BOARD MEETING MINUTES  
March 18, 2024

The meeting was called to order by Shelli Miller. Those in attendance were Shelli Miller, Barbara Jarman, Michael Vo, Jeanne Shove, Terry Foster and Janice Sharp. Amy Heilman visited as a potential Board Member.

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

Barbara made a motion to approve the minutes from the February 19 meeting; Jeanne seconded. Motion carried; vote was unanimous.

Jeanne made a motion to approve the financial report; Barbara seconded. Motion carried; vote was unanimous. Janice pointed out that we are paying for the annual billing from Overdrive for the E-books purchased throughout the year. The payment to Lark Signs is for signs to be installed in the Butterfly Garden and the Friends will reimburse the Library for the payment.

In the Director's report, Janice shared that our new employee, Carla Heideman, started working today. Janice is starting her at \$18 per hour with an increase in 60 days. Amy Heilman will be appointed to the Library Board by the City Council at the meeting on April 2 – beginning her 4-year term.

The Family Spring Easter Party will be held on Saturday, March 30. The Library will "hide" the eggs early that morning – the participating businesses and Lions Club helpers will arrive about 11:30 for set-up. The event will be from 1 to 3 PM.

Janice has provided a copy of the Children's CIPA policy. As she explained in February, this policy must be reviewed every 3 years for the State Report that was submitted at the end of January.

The Early Childhood Fair will be held on Monday, March 25, from 5:30 to 6:30 at the Intermediate School. Janice will have her husband accompany her to help. She had committed to providing bags for the children & parents to collect information as they go from table to table with their pre-Kindergarten children.

We have had some communications from City Hall regarding the installation of Ideal Tech for our Internet and phones. The scheduling is being handled from City Hall.

In the Office Manager's report, Terry shared that stats are starting well in the new year. She emphasized that the ILL stats are an important issue since the totals for outgoing Ill items will have an impact on the grant we receive from SCKLS. We receive two grant payments each year from SCKLS – one payment is based on the number of ILL materials we provide to other libraries; the other payment is based on the number of out-of-district patrons that are active in our database.

Our next book sale will be from April 9 to April 21. This sale will be large due to the number of donations we've received and the amount of materials weeded from the collection.

We had a tour of Girl Scouts on Feb. 29. We had 4 adults and 9 children that came to learn about the library, the layout of the collection, and the importance of the library.

We have scheduled an eclipse party for Monday, April 8. The party will begin at 12:30 – the peak of the eclipse will be at 1:48. Terry has promoted for people to bring a sack lunch and a lawn chair – we'll provide eclipse glasses and popsicles.

There was no Old Business.

In New Business, the Janice shared that a decision will need to be made regarding benefits for our new employee. After much discussion, it was suggested that Janice visit with someone that deals in insurance and also a CPA so we would have an idea about what coverage could be available in insurance and how a benefit of a specific monthly amount would be handled through payroll and effect the employee. Janice will try to have individuals attend our next meeting that could help with our decision.

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