

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
August 14, 2023

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

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

Barbara made a motion to approve the minutes from the June 12 meeting; Shelli seconded. Motion carried; vote was unanimous. There was no meeting in July due to lack of quorum.

Barbara made a motion to approve the financial report and pay bills for July and August; Jeanne seconded. Motion carried; vote was unanimous. Janice shared that the checks include payment for the new microfilm reader (purchased with the technology grant from SCKLS), the check to Janice includes payment for summer reading incentives that she made with her personal credit card and that a check is included for the City – invoice came after documents were prepared.

In the Director's report, Janice had questions regarding the employee manual – verifying that vacations relate to full-time employees, a 90-day probation period should apply to our new employee as well as being added to the policy manual.

Janice and Terry interviewed four applicants for the children's/youth advisor position. Today, they made an offer to Sarah Esquerra for the position; she accepted and will start on August 28.

We submitted an application to SCKLS for the technology grant for the replacement of our microfilm reader. The grant opened today and we had a notice this afternoon that the application was accepted. The full cost of the new reader is \$11,680.00 – trade in of the old reader is \$4,840.00. The grant received was for \$3,000.00 – making the final cost \$3,840.00.

The mystery adult dinner theater is scheduled for Tuesday, August 22. The menu has been determined and staff have lists of what they will prepare. They will turn in grocery receipts for food items purchased for the dinner. We're planning on a maximum of 22 people.

Janice has met with Neal and representatives of Jani King relating to the cleaning of the Library and the rest of the building. We continue to have issues with dusting, having recycling taken out, and dirty floors in the foyer and large rooms in the building. The people from Jani King continue to state that they will have the cleaning crew do better but we have issues each month.

In the Office Manager's report, Terry shared that the stats are not as high as June but with July, families are going on vacation and preparing for the beginning of school. Library visits continue to be good but, like the circulation, the total is down for July.

Terry reported that the summer reading program stats were good. We had 70 programs with 2,566 individuals attending. There were 244 reading logs returned for the children's portion.

Terry reported that our media box had been hit by a vehicle pulling through. She contacted Neal at the City and made a report to the Police Dept. We were able to pinpoint the vehicle that hit the box.

The Library has received programming grant. Terry will develop several backpacks with books, puzzles and games relating to the Butterfly garden.

In New Business, Janice shared that she has visited with the Police Chief about someone to do a security survey of the Library and to train staff for safety in a crisis situation. Nothing scheduled yet.

Janice and Terry shared that a young man (in a party of 4), came in with a small backpack on his back; looked through the Junior section, looked through the card catalog, then gave the backpack to one of the girls. She walked around in the children's area, setting the backpack on a chair in that area and walked away. When staff found the backpack, brought it to the circulation desk and opened it, they found a gun which looked real. When one of the police officers came, she commented that the gun was a realistic gun that looked like her personal weapon. We were able to look through our camera files to find the incident and provided that to the police. They did not pursue any follow-up since the gun was actually a toy.

Toby made a motion to go into executive session to discuss employee relations for 5 minutes; Jeanne seconded. Motion carried; vote was unanimous. Toby made a motion to exit the executive session; Jeanne seconded. Motion carried; vote was unanimous. Jeanne made a motion to issue payment based on the information provided; Barbara seconded. Motion carried; vote was unanimous.

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

Barbara stated that she will not be at the September meeting.