

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
May 19, 2025

The meeting was called to order by Amy Heilman, Board President. Attendees were Amy Heilman, Michael Vo, Jeanne Shove, Barbara Jarman, Marco Benitez, Shelli Miller, Terry Foster and Janice Sharp.

After the flag salute, Jeanne made a motion to approve the agenda; Marco seconded. Motion carried; vote was unanimous.

No one spoke during the Public Forum.

Marco made a motion to approve the minutes from the April 14 meeting; Barbara seconded. Motion carried; vote was unanimous.

Jeanne made a motion to approve the financial for May and pay bills; Michael seconded. Motion carried; vote was unanimous. Most of the financial entries are self-explanatory. The report shows the payments for the summer performers; payments to Accident Fund Insurance and K-Log were issued at the beginning of the month since the insurance audit was complete and the chairs from K-Log had been delivered. Janice had purchased a new desktop calculator since her previous calculator stopped working.

In the Director's report, Janice shared that she had looked on the security cameras to determine how and if the carpet had been cleaned. She found that the cleaners had not worked down the aisles between the bookshelves and that the cleaning crew was using our hand mechanical vacuum cleaner to clean our carpet rather than their using their suction vacuum. Janice contacted Neal and found that he had given notice to JaniKing terminating their contract as of July 6. Neal is working on an RFP that will be distributed to area cleaning and maintenance companies to get bids to hopefully replace JaniKing. Janice will be able to review the RFP before it is placed out for bid.

Janice has visited classes at West Elementary and has classes visit the Library from Abilene and West. She has distributed summer reading information to all elementary schools for the students to take home. She has contacted each school to have the number of students in each classroom.

Janice has learned from Brent Clark, City Administrator, that the City is discussing reducing our budget income by 5% for 2026. She will visit with him for further details.

We have booked a Storm Chaser Program for August 7. The library at Wellington had suggested that they call us for a potential program.

In the Office Manager's report, Terry shared that the stats are increasing in most areas. The report was attached.

We have received information from Wellington Public that they are again organizing a Library Crawl for this summer. They are adding additional libraries. We will need to provide 2 gift cards to put in the pool of names drawn at the end.

Terry reported that we have hired 2 new employees. The first employee is Tabitha Jones and the other is Ellie Wylie. Tabitha is a VC resident who inquired about a job availability saying that she only wanted to work for the Library – no where else. Ellie is a high school student friend of Alla Hollowell.

Janice and Terry have been preparing all of the paperwork and forms for the summer reading program. We are also including the guessing games and scheduled programs for June and July. The last several weeks of May are more open due to ending story times and Brick Clubs early in the month.

Amy made a motion to adjourn the meeting; Marco seconded. Motion carried; vote was unanimous.