

Valley City Barnes County Public Library Board

Meeting Minutes

Date: March 15, 2016

Board members present: Metcalf, Botz, Remick

Board members absent: Dahlburg, Chandler

- I. Meeting was called to order at 5:15pm by Botz.**
- II. Additions to the Agenda:** State Aid for Public Libraries
- III. Minutes from February 9, 2016:** Metcalf made motion to approve, Remick seconded, all approved.
- IV. Financial Report:** Metcalf made motion to approve Financial Report, Remick seconded, roll call accepted report.
- V. Director's Report:**
 1. Sara Engler has been promoted to teen librarian. Board discussed her role in this position. Board would like to go forth with the outreach library in our county and Engler role with this.
 2. Director reported on submission of annual report to the state library. Almost all standards set in the Library Vision 2013 has been reached. The Director reported that he needs to implement an orientation for new staff members and continue to update the policy manual.
 3. Director received notification from ND state surplus regarding availability of furniture and equipment at the Valley City job service office. Director will actively pursue the availability of furniture for library. He will seek a dollar amount and return to the board. Botz asked that the board consider going forth with purchasing a circulation desk for the children's library. Botz will bring options to next meeting.
- VI. Old Business:**
 1. Library Foundation-tabled to net meeting.
- VII. New Business:**
 1. Harold Rotunda recommends adding FY 2014 to the audit since it was transitional to the new bookkeeping setup. Rotunda will be able to provide a more accurate audit and tracking of funds. Director will keep board updated about the audit.
- VIII. Adjournment:** Remick made the motion and Metcalf seconded.

Next meeting:

Tuesday April 12, 2016 5:15pm