

Valley City Barnes County Public Library Board Minutes

Date: October 11, 2016

Members present: Botz, Remick, Carlsrud, Dahlberg

Absent: Chandler, Metcalf

Staff present: Hammel

- I. **Call to Order:** President Botz called the meeting to order at 5:20 pm. Botz introduced our new member (representing the City Commission), Mayor Dave Carlsrud.
- II. **Additions to agenda:** materials from the Chamber (new business)
- III. **Minutes: Minutes for** September 13, 2016: Remick moved approval; Carlsrud seconded; minutes approved by consent.
- IV. **Financial Report:**
 1. P&L: we are at 75% of the year. We are on target for most items, but will be going over on DVDs. Director will check on the I (software) expense with Susan, as that amount does not seem correct, nor does office supply. Utilities budget looks good; payroll is right on target (although benefits are considerably higher than they should be—another item to check on). Overall we are where we should be for the year.
 2. Remick moved to accept the financial report as presented; Carlsrud seconded. Motion approved unanimously by roll call vote.
- V. **Director's Report:**
 1. A strip of roofing blew off the area above the box gutters on the original part of the library. The Director is trying to get someone to look at what needs repairing.
 2. The Director attended the NDLA conference in Dickinson. Programs he presented (on information literacy) were well received.
 3. Work on new website is progressing.
 4. First part of OCLC project in nearing completion. ISBN correction is finished and inventory is almost done. Records should hopefully go to vendor by end of the month.
 5. The Optimists Club has offered to sponsor/support a youth program at the library. The Director is working on a proposal for the Optimists to consider.
 6. The library will be receiving a service award from the Vocational Rehabilitation Division. Luncheon is Wednesday October 26th at noon in Bismarck. The Director is planning on attending.

7. The Director, youth services coordinator, and teen librarian will be attending ARSL conference in Fargo October 26th – 28th.
8. The Director will be several 2-3 day “mini vacations” combined with weekends and holidays during the upcoming months. Management staff will handle any issues which may arise.

VI. Old Business:

1. Foundation – Remick reports no updates on this item. Director will email the Board a copy of the documents developed several years ago, and the Board will discuss next steps at the November meeting.
2. Strategic planning—Director continues to learn the workings of Project Outcome, which will provide some insight for strategic planning. Decision about the mission, surveys, and next steps: Botz, Chandler, and Dahlberg will meet and report back at the November meeting.
3. Firespring grant for social media optimization has been submitted and work is proceeding. Botz asked the Director to explore the type of utilization statistics we can receive for the website and other social media.
4. New Department of Labor overtime rule – director is tracking hours for analysis.
5. Old main doors. South door is coming apart and must be removed before winter. Carlsrud volunteered to contact several people who might be interested in working on the doors this winter.

VII. New Business:

1. Director’s column 10/3: Director apologized for the column that raised City Commission concerns.
2. The Board discussed the estimate for interior painting; the Director will visit with Lisa Mikkelsen for more details.
3. Christmas Day and New Year’s Day both fall on Sundays this year. The Board directed closure on the Monday, Dec. 26 in observance of Christmas Day and Monday, January 2 in observance of New Year’s Day.
4. Materials from Chamber: Director discussed how the library will participate in the Christmas in the Valley activities.
5. Budget: The board tentatively scheduled a separate budget meeting for Oct. 25 at 5:00 (alternate Oct. 20 at 5:00).

VIII. Other:

1. Friends of the library: October 17 is the Annual Friends meeting at 5:00.

IX. Adjournment at 6:50 pm.

**Next meeting:
Tuesday November 8, 2016 5:15pm**