

## Valley City Barnes County Public Library Board Minutes

**Date:** September 13, 2016

Members present: Remick, Chandler, Bishop, Dahlberg

Absent: Botz, Metcalf

Staff present: Hammel, Jorissen

By consent, Liz Chandler served as president pro tem.

**I. Call to Order:** Chandler called the meeting to order at 5:15 pm

**II. Additions to agenda--none**

**Minutes for August 9, 2016: Remick moved approval; Bishop seconded; minutes approved by consent.**

**III. Financial Report:**

1. Jorissen noted \$1585 directed to Dakota Bank Contribution Account from Wells Fargo Operational Account. Balance sheet shows accounts up to date and various line items progressing according to budget. Bishop moved; Remick seconded acceptance of the Financial Report. Unanimous approval by roll call vote.

**IV. Director's Report:**

1. At the request of Principal John Bruce the library is "hosting" a Barnes County North student a couple days a week for tutoring. Said student cannot attend classes at BCN since he is a convicted sex offender. Library managers are aware and will be closely monitoring the situation.
2. Director attended NDSL Summer Summit. Topics were director focused and included discussions about staff relations, board relations, and community relations.
3. Director will be attending NDLA annual conference in Dickinson next week. He will be presenting a program in teaching information literacy and co-presenting a program on Project Outcome with a representative from PLA.
4. The Optimists Club has offered to sponsor/support a youth program at the library. Staff is working up some different options for the Optimists to consider.
5. Website construction is proceeding slower than anticipated. Content which needs to be added by staff is holding up the show.
6. OCLC project is moving ahead. Sara is moving along with the records correction and Travis has started the inventory.
7. Director received a certificate of excellence for submitting the 2015 Annual Report first in the state. Congratulations, Steve!

8. Library has been nominated for a service award from the Vocational Rehabilitation Division. The awards luncheon is Oct. 26 in Bismarck. The Director cannot attend; we need someone from the Board to attend on his behalf.

**V. Old Business:**

1. Foundation—Remick reported that Metcalf was following up with Carol Nelson. Tabled to the October meeting.
2. Strategic planning—Director is working on Project Outcome, which will provide some insight for strategic planning. Decision about the mission, surveys, and next steps will need to wait until the next meeting.
3. 2017 budget – The County will cut \$18,000 from our budget for next year; this will not affect our state aid because we will stay above the required minimum mills. The City, however, will not cut any funding. The director will bring a working budget draft to the next meeting.
4. Libraries Transform—sign board is changed weekly. Director is pursuing collaboration with the school and county libraries.
5. Quote for fire alarm system upgrade to bring it up to code: \$16,699.00 from SimplexGrinnell to replace; received a second quote from another company that repaired instead of replacing the system. Director will seek a second, comparable quote.

**VI. New Business:**

1. Firespring grant. Director attended a company workshop and received a \$500 grant. Director recommends we use this grant for the social media “face lift” (optimization) package. Chandler moved to accept the Director’s recommendation; Remick seconded. Unanimous approval by roll call vote.
2. New Department of Labor overtime rule—this will affect the Director’s salary (his salary is about \$4000 below the minimum threshold). The director will track his hours for the next two months to help inform the Board decisions about compliance.
3. Entity authorization for FCCU. The Director provided paperwork to authorize the individuals who should have access to those accounts. Bishop recommended removing the Director from accounts. Chandler will complete the FCCU form and include the names of all board members.

**VII. Other:**

1. VCBC Friends is planning its annual membership drive the first two weeks of October.

**VIII. Adjournment: Bishop moved; Remick seconded adjournment at 6:35.**

**Next meeting:  
Tuesday October 11, 2016 5:15pm**