

## Valley City Barnes County Public Library Board Minutes

**Date:** February 9, 2016

Members present: Botz, Dahlberg, Chandler, Luke, Remick

Members absent: Metcalf

Library Staff present: Hammel, Da Vinha, Jorissen

- I. Call to Order at 5:20 pm by President Botz**
- II. Additions to agenda:** Introduction of new adult services coordinator
- III. Minutes for January 12, 2016** Luke moved approval; Chandler seconded; approved by unanimous roll-call vote.
- IV. Financial Report:**
  1. Jorissen presented budget information for January, transaction details for December and January, and Profit/loss Budget vs. Actual for 2014 and 2015.
- V. Director's Report:**
  1. The director hired a new adult services coordinator, Angela Da Vinha; she will begin February 16, 2016.
  2. Job service: at this point the closure of the job service office has not had much effect on the library. We have had a handful of requests for assistance. The state library is putting a program together to better assist job seekers.
  3. The director hired a new custodian, Eric Peterson. Botz noted the need to fix a leaky faucet in the women's restroom.
  4. S&L Computers out of Fargo have been hired to perform upgrades on WIFI equipment and make necessary reconfigurations with the Sonicwall. New wireless antennas have been installed. An additional antenna unit will need to be installed to give better coverage downstairs. Upgrade should be completed by the end of the month.
  5. We were still having issues with the new camera system. An engineer from dlink made an onsite visit to troubleshoot and make adjustments to the system. Everything now seems to be working correctly. Installers still have not moved cameras which were put in the wrong location. The library has paid for the equipment but is holding payment for the installation until that problem has been corrected.
  6. Library switched to a static IP address. This will increase the cost of internet \$10 per month however it will address various IT issues inherent with using a DCHP addressing system.

**VI. Old Business:**

1. Alarm system: the Director is still researching options
2. Library Foundation: The Board reviewed the library foundation materials developed/presented in May 2014. Luke will distribute updated information from the Sheyenne Valley Community Foundation when she receives it. Discussion will continue at the next meeting.

**VII. New Business:**

1. Adjust offered wage for new adult services coordinator. Angela does not need medical insurance, she will be utilizing medical coverage through her husband's employer. Director recommended an hourly rate of \$15/hour per policy, in lieu of medical insurance. The employee is in agreement; Luke moved approval; Remick seconded; unanimous approval by roll call vote.
2. Signatures for checks--per state librarian, standard practice is to have board members sign all checks. This creates greater oversight for library expenditures. Board decided to remove Melissa Lloyd from check signing and add Botz; Luke moved approval and Chandler seconded; unanimous approval by roll call vote.
3. Director provided an updated VCBC Library contact list
4. Director presented the 2015 budget reconciliation.

**VIII. Adjournment: Luke moved adjournment; Chandler seconded. Unanimous approval.**

**Next meeting:  
Tuesday March 8th, 2016 5:15pm**