

Minutes

Valley City Barnes County Public Library Board

Date: January 10, 2017

Present: Metcalf, Dahlberg, Chandler, Remick, Carlsrud

Absent: Botz

Staff present: Jorissen, Hammel

- I. **Call to Order by Vice President Metcalf at 5:12 pm**
- II. **Additions to agenda—Foundation update (Metcalf—Old Business #2)**
- III. **Minutes:** The minutes from December 13, 2016 approved unanimously.
- IV. **Financial Report:**
 1. Jorissen—working on simplifying the financial statement. Still have some bills coming in for 2016; income part is accurate, but expenses should be updated by the February meeting. Remick moved, Chandler seconded acceptance as presented. Unanimous approval by rollcall vote.
- V. **Director's Report:**
 1. The Director has contracted with Open Doors to do the cleaning; they did their first work today; financials should be about the same as budgeted.
 2. The OCLC project continues, almost ready to send database out
 3. The website is almost ready to go live
 4. Painting project is proceeding as planned. Staff have been receiving very positive comments. The stained glass window is bowing and will need repair.
 5. We started the new staffing schedule and so far so good
 6. We received *The Bill of Rights and You!* pop-up exhibit from the National Archives. The library and museum will be partnering and presenting programs over the next couple months.
 7. Statistics for year end—numbers are down a little from last year, particularly in December. Director feels staff has missed counting some of the foot traffic because this is done manually. Circulation numbers are down slightly, but program numbers are up.
- VI. **Old Business:**
 1. Regarding signatures on library accounts, the director contacted auditor and state library. He received an email from Eric Stroshane as the state library covering applicable sections from Chapter 40-38 from ND Century Code. Director has been researching board by-laws and cannot locate an original set of VCBC bylaws. The board agreed that we will develop a new set of bylaws using a

template from the State Library. The director will email a preliminary draft to all board members by March 1.

2. Foundation—Metcalf reported that the Museum has used the Sheyenne Valley Foundation and is not pleased with the situation. The Board continued discussion of establishing its own Library Foundation. Board members are directed to review the proposed Foundation bylaws and be ready to make decisions at the next meeting (February).
3. Strategic plan—no action; leave on old business for further discussion.

VII. New Business:

1. Orientation for new board members: the Director provided information about nonprofit boards, the duties of the board, and responsibilities of the director, trustee, and friend groups.
2. Carlsrud moved to change the board meeting start time to 5:05. Remick seconded. Unanimous approval.

VIII. Other:

1. Friends of the Library—Feb. 25 is date planned for the “Love Your Library” brunch (egg bake and muffin @ \$5 per plate). Next meeting is January 23.

IX. Adjournment at 5:57 pm

**Next meeting:
Tuesday February 14, 2016 5:05pm**