

Minutes

Valley City Barnes County Public Library Board

Date: February 14, 2017

Present: Metcalf, Dahlberg, Chandler, Carlsrud, Botz

Absent: Remick

Staff present: Jorissen, Hammel

I. Call to Order by President Botz at 5:06 pm

II. Additions to agenda--none

III. Minutes: The minutes from January 10, 2017 approved unanimously

IV. Financial Report:

1. Jorissen: 2016 budget reconciliation. We had a little more from the city than expected, while we spent a little more on the new book drop; several maintenance items were paid for in the prior year. Overall we underspent the budget by approximately \$20,000.
2. Jorissen recommends a roll-over budget to cover maintenance, so we can save a certain portion each year to manage a replacement schedule for carpeting, painting, etc.
3. Metcalf moved and Chandler seconded acceptance of the financial report as presented. Unanimous approval by roll call vote.
4. Metcalf requested that in the future financial reports be sent out early so that they can be reviewed; Jorissen agreed to email them out the first Tuesday of every month.

V. Director's Report:

1. The data for the OCLC project is ready to be sent out for processing and correction.
2. Staff is continuing to work on the new website. March 1st is scheduled for go live.
3. The painting is done. Comments have all been very positive, particularly the color choice in the children's area.
4. Eric Stroshane from the State Library stopped in to make a site visit. He expressed his congratulations on our continued progress and improvements with all parts of library operations. News regarding funding for the State Library is concerning; like other state institutions they are facing some significant funding reductions. Eric was not sure how much of a direct effect it will have on public libraries, probably a reduction of state aid for public libraries and possible elimination of most if not all Library Vision grants. Indirect impacts are unknown at this time.

5. Open Doors has been doing our cleaning for about a month now. So far everything seems to be going well.
6. We discovered a small roof leak a couple weeks ago, probably due to an ice jam. The director will follow up with our regular roofing contractor in spring.
7. The director received notification from the state regarding the audit. Paperwork was filled out and returned.
8. Statistics so far this year includes 5628 people reached through Facebook
9. Director will follow up on the possibility of adding brass kickplates on the front doors currently being repaired.

VI. Policy Change:

1. Director proposes changing overdue fines rate for Open Door patrons from \$.10 a day to no fine. The board urged the director to use director discretion rather than develop a policy statement at this time.

VII. Old Business:

1. Signatures on checks – letter from auditor: Tabled
2. Foundation: Metcalf moved to create a VCBC Public Library Foundation so the proper sequences can be organized; Carlsrud seconded. Unanimous approval.
3. Strategic Plan--Tabled
4. Board Bylaws – preliminary draft to be presented at March meeting

VIII. New Business:

1. Estimate for partitioning and making a closet in multipurpose room was discussed. Metcalf moved approval of Tichy's bid; Chandler seconded. Unanimous approval for roll call vote.

IX. Other:

1. Friends of the Library—Breakfast “I love your Library” set for Feb. 25 from 10-12.

X. Adjournment at 6:01

**Next meeting:
Tuesday March 14, 2017 5:05pm**