

Valley City Barnes County Public Library Board Minutes

Date: June 14, 2016

Members present: Botz, Dahlberg, Chandler,

Members absent: Luke, Metcalf, Remick

Library Staff present: Hammel; Staff Absent: Jorissen

Guest: Andrea Nelson (Sheyenne Valley Foundation)

I. Call to Order at 5:17 pm

II. Additions to agenda--none

III. Minutes:

May 10, 2016—delay approval to next meeting

IV. Financial Report: Due to a schedule conflict the director presented the financial report. Balance sheet notes:

- a. P& L (46%) over in Juvenile books (summer reading), along with DVDs and telephone—will need to review why these are high;
- b. Large print low and may be incorrect.
- c. Outside IT expense (new wireless) way over—may need to consider this a capital expense, along with furnace repair.
- d. Payroll expenses are where they should be except one portion of benefits which is running a little high and may be incorrectly tracked in budget.

Analysis shows that we are doing much better in tracking and understanding our P&L

V. Director's Report:

1. Recognition of donation and letter of appreciation from an anonymous patron. Director would like to use gift to purchase audio books in addition to budgeted amount. Chandler moved, Dahlberg seconded approval; unanimous approval by roll call vote.
2. Notice from city regarding sidewalk repairs (\$420). Director will treat this as a monthly bill.
3. Notification from United Way of Barnes County of a \$1500 allocation for books on wheels and the Ready-Set-Read program.
4. The City of Valley City is investigating changing health coverage. The present policy is becoming cost prohibitive. City officials, department heads and representatives from parks & rec and library are meeting with representatives from BCBS to examine plans. Next meeting is July 7.
5. Summer reading is going well (start May 30-August 15); we have had really good participation with children's programs in particular. Numbers so far: kids 212, teen 46, adult 37. Comparison to **final** participation numbers in 2015; kids 233, teen 29, adult 79. The library has been getting good coverage by the Times Record for summer events.
6. Islam program has had good attendance and only minimal issues. Almost all comments have been positive.
7. The library received a fake bill for copier toner from a scammer company. Director intercepted bill before payment was made. Several other libraries across the state received similar bills. Director will be setting a new protocol for employees to follow when contacted by vendors.

8. Library will be busy during Rally; we have an entry in the parade, author visit, pie and ice cream, and other activities. Board members are welcome to participate.

VI. Old Business:

1. Foundation – a representative from Sheyenne Valley Foundation, Andrea Nelson, presented regarding an agency endowment with the Sheyenne Valley Community Foundation.
 - a. Est. 2.5 years ago to serve community philanthropy and support non-profits
 - b. Library Board needs to determine purpose for endowment/investment; Board needs to complete long and short term planning.
 - c. Management fee: 2% (based on balance) per first 12 months not to exceed 50% of earnings. No receipting fee.
 - d. Subsequent donations would go on the Foundation's books. Once the endowment has been established and the gift has been made, the money becomes the Foundation's.
 - e. Pass through account for grants (3% or \$100, whichever is greater). An annual fee not based on individual amounts
 - f. Offers marketing opportunity
 - g. Return expected: 8-9% historically.
2. Book return – memorandum of understanding from City County Health. Chandler moved to approve; Botz seconded; unanimous approval by roll call vote.
3. Circulation desk in children's dept—Botz requested specific selections and cost identified for the September meeting.
4. Closet in multipurpose room—still looking for a carpenter
5. Hire temporary help for inventory—no concern about hiring Victoria Hammel (per state library); details to follow at next meeting.
6. Libraries Transform campaign—ALA's new advocacy program Need to do this; Director will bring more information to the next meeting. National Library Card week might be a good time for a rollout.
7. Project Outcome—getting better metrics for ROI—process set up by ALA to improve program assessment
8. Strategic Planning—do in October; Chandler, Botz and Dahlberg will start planning process to organize metrics, other research needed prior to start of process.

VII. New Business: none

VIII. Other:

1. Director has a medical procedure scheduled July 12th. The next board meeting date will be moved to July 19.
2. This is Madeline Luke's final board meeting. Her term on the city commission concludes the end of the month. Thank you for all you have done, Madeline.
3. New treasurer needed to replace Madeline: Board voted to make Liz Chandler the new treasurer. Liz will work with the Director to get signature cards set up.

IX. Adjournment at 7:06 pm

**Next meeting:
Tuesday July 19, 2016 5:15pm**