

Valley City Barnes County Public Library Board Minutes

Date: July 19, 2016

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

Members absent: Bishop

Library Staff present: Hammel; Staff Absent: Jorissen

I. Call to Order at 5:18 pm by President Botz

II. Additions to agenda: none

III. Minutes:

June 14, 2016 Moved to approve by Metcalf; second by Remick; approved by unanimous roll-call vote. May 10, 2016 minutes—delay approval to next meeting.

IV. Financial Report:

1. Susan—Director reported in Susan's absence. We are at 50% completion on the budget. All items are close to budget except book purchases which will slow down now in the second half of the year. A few employee items still need review
2. Review of bank balances and transactions. Metcalf reminded the Director that we need to start thinking about next year's budget requests. Metcalf moved to approve the financial report; Chandler seconded; approved by unanimous roll-call vote.

V. Director's Report:

1. Mid-year stats: visits are up for the month of June after two lower months. Circulation is also up including Overdrive; new patrons and programing also demonstrate an increase.
2. Mike Bishop is our new board member from the city. Mike has a schedule conflict tonight, sends his apologies, and will be at August's meeting.
3. New drop box ordered total cost \$3,653.10. Higher cost due to purchase of a second cart and cart cover, which will make things easier in bad weather. Also spend a bit more for premium color, garnet with coffee tan signage. Should look really spiffy. Metcalf moved to approve the additional cost; Chandler seconded; approved by unanimous roll-call vote.
4. Director received very positive notes and donations from patrons regarding their appreciation for all we have been doing. We also received a suggestion to provide additional "controversial" programs to promote topical discussions within our community.
5. Director received a note from Shelly Williamson, daughter of Sally Hanson who was children's librarian here in the 1960's, thanking us for the acknowledgment of her memorial gift for the children's library. Ms. Williams is willing to donate some collector plates and limited edition prints for use in any fundraising events next year. The Director will pass on this information to the Friends group.
6. Director received a letter from Senator Heitkamp in response to the letter he sent asking her to support library funding at the national level.

7. Greening of Valley City project – the site visit is scheduled on Tuesday August 2nd.
8. Summer Reading Program is going well, as demonstrated by the increased visits and circulation in June.

VI. Old Business:

1. Foundation: Botz reviewed the presentation by the Sheyenne Valley Foundation last month. Metcalf moved that Dahlberg and Remick meet with Carol Nelson to discuss next steps in establishing a Library Foundation; seconded by Chandler; motion approved by unanimous roll-call vote.
2. Inventory and database prep for OCLC project - Director received approval from the state library for his request to modify the particulars of the OCLC grant to include sending our database out for correction by a vendor, in-house correction of ISBN issues, and an inventory. Director posted announcement looking for temporary help to assist with the project to NDLA and ND public library listservs. He received a resume from a highly qualified individual, has hired her to work on the project, and she starts with the ISBN correction this week. Director may offer some or all the inventory work to ¼ time associates. Salaries will be paid out of the personnel budget with the grant dollars replacing these amounts upon receipt. Salary established at \$12/hour.
3. Libraries Transform – Director explained the program and indicated a need to move forward with marketing; the Board encouraged the director contact to other librarians in the county develop a collaborative effort on this program
4. Project Outcome—on hold; could be useful for upcoming strategic planning process and budget requests to city and county.
5. Strategic Planning: Botz presented the planning document from the Strategic Planning subgroup. The Board approved the timeline, process, and questions for the initial survey of staff. Board members will discuss and establish the Purposes/Core Values statement at the next meeting.

VII. New Business:

1. Upgrade website: The Director identified the need to hire an outside party to work on the library's website. Director presented a proposal from Firespring.org, an organization that works on websites for non-profits. Cost is \$1,699 for onboarding (price includes a \$500 grant discount) and a \$89/month fee. Solution includes fundraising/donation software, surveys, full social media integration, and custom design. Metcalf moved approval; Chandler seconded. Motion approved unanimously by roll call vote.

VIII. Adjournment moved by Metcalf at 6.32; seconded by Remick.

**Next meeting:
Tuesday August 9, 2016 5:15pm**