

Minutes

Valley City Barnes County Public Library Board: Special Meeting

Date: September 15, 2015

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

Members absent: Remick

Library Staff present: Hammel, Wenzel

A quorum was not met for the regular monthly meeting dated September 8, 2015. This meeting has been called for the purpose of conducting that business.

- I. Call to Order by President Botz at 5:18 pm**
- II. Additions to agenda:** None
- III. Minutes:**

August 11, 2015 minutes were reviewed; move to approve (Chandler; second by Metcalf); approved by consent.
- IV. Financial Report:**
 1. Corrine reported that budget to date is on track; material budgets are getting a little close. Metcalf moved to accept the financials as presented; Chandler seconded; motion approved by unanimous roll call vote.
 2. Metcalf inquired about IRS status; everything has been sent in but we have not heard back yet.
- V. Director's Report:**
 1. Director made budget request to the city commission August 27th. We will not be receiving the requested 10% increase; instead it will be 8%. Even with that lower amount we should remain over 8.00 mills so we will continue receiving 150% funding from State Aid for Public Libraries. Some questions were raised at a follow up meeting regarding the library's relevancy to the community and why we are requesting regular funding increases.
 2. Sara started an internship as part of her MLIS program. She is spending three days per week at Grand forks PL which has necessitated some adjustment to staff schedules.

3. We hired Olivia Damge, a VCSU student, for our open ¼ time position. She is a junior psychology major and plays softball.
4. Final numbers for the Summer Reading Program: Adults- 79 signed up, 22 completed. 28 Teens- signed up, 4 completed. Children- 233 signed up, 92 completed
11 Kids Programs Total Attendance 277. 3 Teen Programs Total attendance 12
For Comparison:
2015 Summer Reading Kids--233 Signed up 92 Completed--39% completion rate
2014 Kids--216 Signed up 48 Completed--22% completion rate
2015 Summer Reading Teens--29 Signed up 4 Completed--13% completion rate
2014 Teens--18 Signed up 4 participated--22% completion rate
5. Police made inquiries regarding the vandalism last month. The officer found nothing conclusive and has closed the case.
6. Staff has found empty alcohol bottles and tiny ziplock bags outside. VC police were called and the bags were turned in for evidence. Particularly disturbing the bags had colorful "superman" printing on the outside which might be attractive to children. Staff is now on the lookout for similar items.
7. The Let's Walk VC event was Saturday September 12th 9-1. The Library staff had a booth and handed out mini-frisbees. The director estimated contact with about 200 individuals.
8. ND Library Coordinating Council grant round has begun. The library will be applying for the Statewide Online Catalog through WorldCat Grant. Our collection is presently not searchable to be able to send inter-library loans. This is a very large project and will entail some permanent expenditures for the library.
9. Director was invited to participate in a community discussion at the Jamestown Extension office on Sept 28th. He will be attending.
10. Six members of staff will be attending the NDLA conference in Jamestown. The Director will be presenting regarding the future of libraries on September 18th. The Library is scheduled to be closed all day on Thursday, September 17, 2015.

VI. Old Business:

1. Estimates for replacing the furnaces: we have two estimates from Bakkegard & Schell (\$4889—2 units) and Keith's (\$1448-\$1755 for 1 unit).

The Director will make a comparison document and send it out to the Board for further discussion.

2. Estimates for adding security cameras: we received quotes from CDWG and Bytespeed. Bytespeed cost was a little lower, at \$2799 (materials). Labor from Bytespeed is \$2735 (CBWG does not offer labor as part of the quote). The Director recommends the Bytespeed quote;
3. Information regarding Stutsman County bookmobile: this was funded by a USDA Rural development grant (water treatment, new ambulance, and a bookmobile for three counties; \$41000 was provided for the Stutsman Co. bookmobile).

VII. New Business:

1. Received an offer from ICTC to double our internet speed for the same price. This will entail extending our existing contract an additional year to 1/20/2017. The Board agreed to commit to a one year extension with ICTC.
2. Director received proposal from Susan Jorisson to do high level bookkeeping work at \$20 per hour to help with Quickbooks. The hours proposed by both director and Jorisson was 6-8 hours per week. The board would like more time to discuss this issue.
3. To better serve teens and children, director and the youth and adult services coordinators have been looking at our existing space and have a couple recommendations for the creation of a teen space and a fairly extensive redo of the children's department. Item tabled until the next meeting.
4. Materials estimate for multipurpose room storage closet Metcalf provided names to the Director. Follow up with board once estimates come in.
5. Proposal for a new book drop. Would need cement poured. New drop boxes cost around \$3,000.
6. Problems with existing wireless, such as staying connected and speed. Director will get prices for services.

VIII. Other:

1. Installments of outside cameras-Luke will check with City County Health to see if they would share in the costs.

IX. Adjournment: 6:50 pm.

**Next meeting:
Tuesday October 13, 2015 5:15pm**