

Valley City/Barnes County Public Library Board meeting Minutes
Tuesday, July 8, 2013 5:15 pm at the Library

Members present: Liz Johnson, Margaret Dahlberg, Madeline Luke, Cathryn Stillings

Absent: Phil Leitner, Kayln Botz

Library Staff present: Steve Hammel (Director), Corinne Wenzel (Bookkeeper)

Guest: Elizabeth Kruger (Friends of the Library)

- I. The meeting was **called to order** at 5:18 by President Liz Johnson.

- II. **Additions to agenda:** Communication with Tom Goven (New Business) and with Stephanie Cummings (Old Business)

- III. **Minutes** for the June 11, 2013 regular board meeting were approved: moved by Luke/seconded by Dahlberg

- IV. **Financial Report:**
 - A. Wenzel provided the financial report for June. All statements are in agreement. We received an additional \$600 from the county today, which includes funds from property tax, penalties, and Homestead credit. The Homestead credit is more than the \$30 budgeted; the Ertl fund had a loss of \$540 in June; there were no receipts from city this month. Luke inquired about State Aid—this was received in May; we need to transfer \$15K to cover bills for August.
 - B. Board signatures are needed to approve corporate Visa cards – one for Steve Hammel, one for Liz Hoskisson – Hammel will draft materials for Board signatures and contact Luke and Dahlberg when materials are ready to sign.
 - C. Additional signatures are needed for First Community Credit – this will be delayed until Board officer elections are completed.
 - D. The Library received \$1000 from United way for Books on Wheels program

- V. **Director's Report:**
 - A. Staffing levels: Hired ¼ time associate for upstairs Daphne Drewello (replace Elsie), posting for ¾ time Children's Services Coordination and ¼ time associate in children's just closed, starting interviews for Children's Services Coordinator this week, will fill ASAP. Sara's last day will be July 31, ¼ time children's position will start after August 1st. All should be revenue neutral per 2013 budget.
 - B. Technology updates: staff has started training on new ILS, we have received a special 10% discount from Biblionix as the first library in ND to use Apollo. This applies to the first 3 years; our first year cost including migration is \$ 3240. Pricing from Minitex for 2500 patron cards, 3 barcode scanners, and 2 receipt printers is \$1510 plus shipping; August 1 is the intended "go live" date.

- C. Collection development: If we want to add e-books we will need to substantially increase collection development budget or find outside financing. Possibly seek a business sponsor. Hammel agreed to gather statistics regarding interest.
- D. The separate YA section has met with good response, as staff has noted an increase in teen traffic – the Board encouraged collection of area use statistics/checkout data to document response.
- E. Summer reading continues having good participation.
- F. The carpet and subfloor in director's office were completely soaked after the big rain. The carpet had to be removed. We also had water under the east wall bookcases upstairs, water in the storage room, Mary Fischer room, and both restrooms (5 or 6 ceiling tiles had to be removed.) Insurance claim filed in case of hidden damage, mold, etc. Hammel contacted company (Viland) who did roof job on old section two years ago; they are backlogged so we are waiting for them to come by to take a look. We continue to receive additional water with every rainfall.
- G. Hammel set up delivery for new color print station, which should be installed end of the week. Monthly cost is \$105.51 on a 5 year lease. Unit will be hooked into network and all color copies/prints and most B&W will run through this machine. Technician will perform maintenance on donated HP print station, which will go downstairs, at same time. Annual maintenance contract (now cancelled) for 10 year old Sharp was \$756. Need to identify a recycling program for technology.

VI. Committee Reports:

- A. Per Phil's email, board needs to discuss committees. Director is investigating committee structure at other libraries. Possible committees include Collection Development policy and Committee; policy committee; personnel committee; building and grounds; finance. Discussion needed regarding the choice of Ad hoc committees vs. standing committees.

VII. New Business:

- A. First meeting of new board members; Cathryn Stillings and Kalyn Botz.
- B. Election of officers—treasurer: Luke (motion/second by Stillings/Dahlberg), secretary: Dahlberg (motion/second by Luke/Stillings)
- C. Election of president, VP will be delayed to August meeting.
- D. Elizabeth Kruger described her work in resurrecting Friends of the Library. She has identified an account at NorWest Bank Closed 7/ 03 and \$211.70 in an established acct in CCFU. This may have been folded in to the Memorial Acct. Kruger will investigate. 501c3 was established in 2003 and has been maintained; Kruger will investigate IRS documentation of this. Hammel has instructions for documentation and will work with Kruger. Kruger discussed Bylaws—size of the board: 5 members, 2 year terms; propose change in fees for membership and types of memberships
- E. The Library received notification from Barnes County regarding workers compensation for volunteers-- Workman's comp for volunteers (min. \$250 to buy in). Luke moved that we take the offer from the County; second by Stillings. Motion carried.

- F. Hammel shared several designs for library cards. Stillings will work with Hammel to develop a new card design.
- G. Tom Goven request regarding the flagpole was discussed. The pole needs repair; the tree also needs trimming or flag will be in the trees. Hammel will visit with him; board would welcome Judge Goven's assistance as we move forward.

VIII. Old Business:

- A. Noreen Smestad has offered to pay for the paint to paint the Mary Fischer room. We will have to find volunteers or pay to have the paint applied. The offer is good only to the end of summer. The Board asked Hammel to request an extension because of ongoing water problems.
- B. The Director and finance committee need to start putting together the 2014 budget proposal to be presented to the city and county. The budget needs to be submitted by mid August. Committee: Luke/Leitner/Wenzel/Hammel will meet and generate a budget proposal for the next board meeting
- C. The Director and board need to start the process of creating and updating library policies and procedures. Circulation/patron and collection development policies should be the priority. Decisions regarding committee structure were delayed until next meeting.
- D. Correspondence from S. Cummings: Madonna and Jennifer will volunteer to take care of the flowers. Madonna would like to be assigned to a board member, Liz Johnson, for communication purposes.

IX. Luke moved/Stillings seconded meeting adjournment at 7:00 pm. The next meeting of the Library Board will be August 13, 2013, at 5:15 pm.