

Valley City/Barnes County Public Library Board meeting Minutes
Tuesday, March 10, 2015 5:15 pm at the Library

Members present: Mike Metcalf, Liz Johnson, Kayln Botz, Margaret Dahlberg

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

Guest: Lisa Mikkelsen

Absent: Madeline Luke

I. Call to Order at 5:18 pm by Vice President Liz Johnson.

II. Additions to agenda: none

III. Minutes for February 10, 2015 were reviewed. We have 11 employees, not 12 (Item 5.2) Minutes approved with correction.

IV. Financial Report:

1. Corrine indicated she is having a continued problem with Quickbooks setup that will require consultation; several suggestions were made; increase in medical insurance noted.
2. FCCU CD will reach maturity April 15, 2015. We have the option to roll over or move. Botz moved that we roll over the CD. Seconded by Metcalf. Unanimous approval by roll call vote.

V. Guest Lisa Mikkelsen

1. Process of managing exterior paint job discussed, including use of bucket lift and cleaner.
2. Mikkelsen recommended several color options that would mimic the original colors of the building. The plan includes gable ends and fascia, cream; soffit and edge, green; scroll work and detail, gold.
3. We will also need to consider replacing gutters; Mikkelsen brought a bid of \$1480 (J&K Seamless)

VI. Director's Report:

1. With the amount of new DVDs and CD audio books the library is purchasing we are running low on space and need to address new storage/display options; the Director will bring options to the next board meeting.
2. Director has been in contact with Centurylink cleaning up the 2014-15 e-rate issues.
3. The Director contacted BEK to get a quote for a VOIP phone system.
4. Director presented a 90 day overdue notice (draft) for discussion.
5. Director will be attending NDSL spring workshop April 6&7 in Bismarck, ND. Board members are invited to attend, as well.

VII. Policy Review: The Board reviewed the following items:

1. De-selection Policy
2. Donations Policy
3. Material donations form

Metcalf moved approval; Botz seconded; motion approved by unanimous roll call vote.

VIII. Committee Reports:

1. Finance- reconciliation of 2014 budget: this has been delayed by an anomaly in the Quickbooks set up; report will be delayed until next month's meeting

IX. Old Business: None

X. New Business:

1. Received notification from ND State Auditor for required audit to be performed. Director will check cost provide options at the next meeting.
2. Filling of adult services librarian position. Director would like to advertise and proposes at least a one month overlap. Director expects to start advertising next week with a closing date in mid April and a start date in mid May.

XI. Other: None

XII. Adjournment at 6:40 pm

**Next meeting:
Tuesday April 14, 2015 5:15pm**