Minutes

Valley City Barnes County Public Library Board

Date: November 8, 2018

1. **Call to Order**:

* Called to order by Hilda van Gijssel at 5:33pm. In attendance Hilde van Gijssel, Ruth Berg, Steve Hammel, Melissa Remick. Not in attendance Kalyn Botz, Bill Carlbloom, Ross Powell. Guests in attendance Jamie Wirth and students making presentations

1. **Additions to Agenda**:
   * + Melissa’s hourly rate
     + Meeting time for next month
2. **Minutes:**

* Motion to approve the minutes as presented MR, 2nd RB. Unanimous approval.

1. **Financial Report:**

* discussed which categories that will need adjustment in next year’s budget. There will be some fine tuning of coding of categories to clarify specific categories. Motion to approve financials as presented HVG, 2nd RB. Roll call vote each approved.

1. **Director’s Report:**

* Megan has resigned as our teen librarian effective Dec 31st. Director will look into hiring a replacement.
* Internet provider ICTC has been purchased by Bek. We will see an increase in Monthly services that will be offset by a package discount. New monthly services and download speeds will be the same.
* Director will be taking vacation next week 11/13-16

1. **Old Business:**

* Presentations from Jamie Wirth’s class about measuring the parking lot. Nine different options were presented with visuals.
* Carl is still reviewing the proposed agreement for legal concerns.
* Bylaws. To Do list initiated in order to create some accountability to produce policies and structures that will bring us line with the Bylaws.

1. Create minutes notebook, place to post on website. Deadline: Jan 2019. Responsible: MR
2. Policy/procedure for dismissal of board members. February 2019. Responsible: MR
3. Policy/procedure for non-board members serving on committees. Deadline Feb. 2019. Responsible: MR
4. Policy needed for employment of Library Director. Deadline: June 2019. Responsible: RB, HVG
5. Employee hand book needed. Deadline: Dec. 2019; responsible:
6. Policy handbook needed. Deadline: March 2019. Responsible: SH/ Board to review comprehensively
7. Strategic Planning Process. Deadline: December 2019. Responsible:

* Motion to approve Bylaws as reviewed MR, 2nd RB. Roll Call vote unanimous.

1. **New Business:**

* 2019 Budget:
  + discussed budget expected from the city and county. Updated numbers have not come from the county, but we will work with the same amount from last year’s budget. Need to have a further discussion about fines, and what we want to do going forward.
  + Looking at employee wages. There was discussion about leveling Melissa and Angela, and increasing wages by 2.5% for all employees. Steve will adjust budget numbers for the December meeting to review this proposed change.
  + Will also discuss SEP as an adjustment that may be considered to offer employees better benefit.
  + Also looked at increasing funding for Continuing Education; to include maybe having board members go to NDLA.
* Melissa’s Hourly Rate: Melissa’s rate was approved by the board to be upped to $14.00 in the last budget. This was missed, and she has not been paid at that rate.

Motion to retroactively pay Melissa the difference in salary, and update her pay rate. HVG, 2nd MR. Roll Call each approved

1. **Other:**

* Ruth has a certified therapy dog, and was wondering if the library had any concerns about making arrangements to have a therapy dog brought in. Steve has ok’d as long as the dog is a certified therapy dog.
* Need to change meeting to 6pm in Dec. because of VCSU’s commencement on the 13th.

1. **Adjournment**: Meeting adjourned at 7:54 pm.

**Next Meeting:**

Thursday December 13, 2018 @ 6pm