

**Valley City/Barnes County Public Library Board meeting Minutes**  
**Tuesday, December 9, 2014 5:15 pm at the Library**

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

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

- I. **Call to Order** by Liz Johnson, Vice President, at 5:15
- II. **Introduction of new board member**
  1. Mike Metcalf – representing the Barnes County Commission. Not present for the meeting. We look forward to meeting Mike next month.
- III. **Additions to agenda--none**
- IV. **Minutes:** November 4, 2014; no additions; minutes stand approved.
- V. **Financial Report:**
  1. Corrine—request \$20,000 to cover payroll and other expenses. Luke moved. Botz seconded. Motion approved unanimously by roll call vote.
  2. We received monies from the County, Eagles Women, and several other individual donations this month. We are unable to locate our Employer ID letter for the IRS; the Director will be completing paperwork so we can receive a copy of the letter.
  3. The Profit & Loss Budget vs. Actual report indicates a positive cash flow; overall expenses are pretty much on target (100% of budget), with a few areas over budget that were anticipated.
- VI. **Director's Report:**
  1. Masonry work was completed in early November and inspected by architects from the ND Historical Society. The architects found a couple issues; the director has followed up with contractor and they will be addressed in the spring after the weather breaks. Upon advisement from the Historical Society, Director withheld 10% (\$2790) from the final payment to insure the work would be corrected. The remaining balance about will be paid at that time
  2. The Director received a letter from the ND Secretary of State regarding the non-receipt of the 2014 annual report for the Friends of the Library group. The report was due February 2014. Original notification was passed to Friends president Elizabeth Kruger. If the report is not filed on or before February 2, 2015 the nonprofit corporation will be dissolved. Dahlberg will contact Kruger to offer assistance in completing this process.
  3. The Friends of the Library December luncheon was canceled due to lack of response for requested assistance.
  4. The Library had an incident regarding patron privacy. A staff member provided a parent with review materials regarding a book their child was reading. The materials were not requested by the parent and apparently the information precipitated conflict between the parent and child. Director consulted with our state library representative and Donna James at VCSU regarding particulars of North Dakota law and parental disclosure. Ms. James provided a copy of the employee non-disclosure form used by VCSU which the director has adapted for our use. The employee in question stated s/he was unaware this was professional wrongdoing and that the intention was for the wellbeing of the child.

The Director educated the employee regarding patron privacy, where mistakes occurred, and expectations for future conduct in this area. Director will provide follow up training with the whole staff at our next meeting.

5. The Director made presentations regarding library services to the Countryside Homemakers group and as a stop during the Glitz and Glam event.
6. Freegal music, Freeding, and Freegal television and movies is now active for ND libraries. This is a soft release to test functionality, library connection is functioning perfectly.
7. We had to replace the toilet in women's restroom. It uses a no-clog pressurized system. The pressure tank failed and due to age replacement parts were unavailable. The final bill has not been received yet.

**VII. Policy Review:**

1. Employee confidentiality agreement; the Director has developed a statement for employees to sign. Board reviewed the statement; Stillings pointed out a typo in the first sentence that requires correction; Luke moved approval of the amended agreement, Botz seconded. Motion approved by unanimous roll call vote.

**VIII. Budget Review**

1. 2015 library budget presentation: refinements are being made, but the budget is close to final form. Discussion ensued regarding salary increases. The current budget draft indicates a 4-5% raise; the Director believes this raise is sustainable (will not tap reserve dollars). Board recommended examining a 6-7% raise; the Director will work on this and email out the budget amounts for further consideration.

**IX. Committee Reports: None**

**X. New Business:**

1. Election of officers for 2015: The board agreed to postpone the election until next month.

**XI. Old/continuing Business**

1. Sheyenne Community Foundation fund agreement. Group decided to table this until the next meeting.

**XII. Other: No additions**

**XIII. Adjournment**

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