

Valley City/Barnes County Public Library Board meeting Minutes
Tuesday, October 14, 2014 5:15 pm at the Library

Members present: Phil Leitner, Margaret Dahlberg, Madeline Luke (by phone), Cathryn Stillings, Liz Johnson, Kayln Botz

Library Staff present: Steve Hammel (Director)

Guests: Andrea Nelson, Alicia Hoffarth, Jennifer Feist (Foundation discussion)

I. Call to Order: President Leitner called the meeting at order at 5:15.

II. Additions to agenda: none

III. Discussion regarding the library foundation:

1. Andrea Nelson (administrator with the Sheyenne Valley Community Foundation), Jennifer Feist, and Andrea Nelson discussed the following questions:
 - a. *How much is the buy-in?* Suggested--\$25,000 within the first year
 - b. *How is the management fee charged?* Likely will be charged on a specific date for all accounts
 - c. *Who else is involved at this time?* No agency funds/partners at this time, as the 501(3)c is not yet approved.
 - d. *Who directs the investments?* Board has approved an investment policy. Board will identify fund managers to assist with this process; the Board will direct this process.
 - e. *Is our principal guaranteed?* Alicia: I don't think principal is ever guaranteed.
 - f. *Do we have any say in the investment strategy?* Jennifer: The board will likely consult with the Library Board regarding level of risk. Alicia: funds will likely be pooled, but Library board will still be consulted.
 - g. *Will we be informed on a monthly basis?* We would get an annual statement (possibly more frequently, but Fargo reports annually).
 - h. *Could one of us be on the Foundation Board?* Purpose of the Foundation Board is fund-raising, not fund management.
 - i. *How long will the fundraising for the Wellness Center last?* Assuming the vote Nov. 4 is positive, the fundraising will end Dec. 11, 2014. Fundraising to support family memberships will continue after 12-11-2014.
 - j. *Can people write a check to the library and then pass it to the foundation?* Yes, people won't necessarily get their tax deduction.
 - k. *What is the fee schedule?* Will happen once a year—haven't determined when. 1-2% annually.
 - l. *What are the provisions if we join and then want to leave?* Money will be invested, so there might be a timeline, but we could opt out at any point.

2. The Board discussed the two options of either joining the Sheyenne Valley Community Foundation or creating an independent library foundation.
 - a. Positives: we would be the first, receive more attention; they clearly want the best for the library;
 - b. Negative: they are a young organization, so there's more risk
 - c. Could work with them on the verbiage on the contract and see how the discussion works out; invest a small initial amount, explore how this might work for us.
 - d. Need to establish goals for this investment. Can do this while we are working on the contract/investment decision over the next three months.
3. **Motion:** Stillings moved that we request a draft contract from the Sheyenne Valley Community Foundation for review and further discussion; second by Botz.
Roll call vote: Johnson—No; Leitner—yes; Luke—yes; Botz—yes; Stillings—yes; Dahlberg—yes. Motion carried 5-1 in favor. Phil Leitner will contact Andrea to request a contract and discuss their timeline.

IV. Minutes:

September 9, 2014: approved with no corrections

V. Financial Report:

1. Material distributed for board review. Budgets/actuals on target for this point in the year.
2. **Motion** for \$20,000 transferred for payroll expenses. Botz moved; Johnson seconded. Unanimous approval by roll call vote.
3. Masonry work (\$13,000) will begin next week. Determined the funding should come from the general fund. **Motion** to approve this expense from the general savings account: Botz moved; Stillings seconded. Unanimous approval by roll call vote.

VI. Director's Report:

1. Director and youth service coordinator attended the NDLA conference September 17-19. A worthwhile and valuable experience for both.
2. Director met with school superintendent Dean Koppelman and all the school principals to discuss forming a closer working relationship between VC schools and the library.
3. The numbers for Library card signup month were disappointing, only slightly better than average. Hopefully geekthelibrary will have more impact.
4. The library set up 2 displays for Banned Book week, one in the adult section and another in children's. Director received a complaint regarding the display in the children's area. The patron in question did not think it was appropriate to have challenged books displayed.
5. Judy submitted notification that she will be retiring at the end of the year. Director had a conversation with Sara regarding increasing her hours starting in January 2015. Sara agreed to increase her hours to 20-25 hours per week.

6. We had an incident with paint (water based) for a craft project and had to have K&S come and steam clean the multi-purpose room and the hall by the restrooms. The carpet needed cleaning prior to the incident.
7. Review of Library usage data: Director noted an increase in teen usage this past month.
8. Anticipate re-start of Friends of Library initiative in the next few months. Botz suggested inviting Ms. Kruger to update the Board at a later meeting.

VII. Other:

1. Reschedule Library Meeting for Nov. 4 at 5:15 pm.

VIII. Adjournment

**Next meeting:
Tuesday November 4, 2014 5:15pm**