

**Valley City/Barnes County Public Library Board meeting Minutes
Tuesday, March 11, 2014 5:15 pm at the Library**

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

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

- I. **Call to Order by President Leitner at 5:15**
- II. **Additions to agenda:** Foundation (New Business); two items under Director's Report
- III. **Minutes:** Minutes from the regular meeting of February 11, 2014 and the Special Meeting of February were reviewed. Luke asked that we add "one time salary correction: \$1 per hour additional will be given to employees with over ten years of service as of January 2014" to Section VII, 1. Luke moved/Stillings seconded approval with corrections: Motion passed unanimously.
- IV. **Financial Report:**
 1. Corrine presented the monthly report and noted several corrections to the balance sheet from earlier years. We received Library State Aid and payments from City and County this month, in addition to \$1000 from United Way. Corrine asked for a transfer of \$25,000 to cover bills for the upcoming month.
 2. 2013 budget reconciliation: Director Hammel presented a profit/loss summary for FY2013.
- V. **Director's Report:**
 1. Director Hammel presented to Kiwanis and received a \$200 check for summer reading
 2. Staff training for Useful system (patron computer system) completed Feb 17th
 3. What's new at the library column started in February, on Mondays opposite to Director's Column; no feedback yet from readers.
 4. Director received email from Frank Egan at Sheyenne Valley CTC. They will be unable to start the wiring project until late April. Director responded that the project could not wait and thanked Mr. Egan for his assistance so far. We need outside assistance with the final setup and configuration; Director has contacted ICTC; they will be here Wed, March 12 to assist with wiring and setup.
 5. Library has been signed up participate in "Geek the Library" and the Edge Initiative (electronic information needs for our population).
 6. Director met with museum board to discuss cataloging and set-up of an electronic branch in Museum, and noted positive response for a partnership. We will pursue a partnership grant to fund this activity. The State Library has provided an IP address for the museum as a "branch library," so Ancestry.com will be available at the Museum within the next day or two.
 7. Director presented a quarterly stats report detailing circulation, visits, usage, and program attendance.
- VI. **Policy Review:**

1. The Board reviewed the Employee Benefits and Pay policy, which includes pay rates, leave time, holidays, retirement, and insurance. Discussion ensued regarding pay structure tied to hours worked and range of hours for each level (full time, $\frac{3}{4}$ time, half time, $\frac{1}{4}$ time).
 - a. $\frac{3}{4}$ time 28-39
 - b. $\frac{1}{2}$ time 18-27
 - c. $\frac{1}{4}$ time 17 and under
 - d. Full time: 40 hours
2. The Board noted the following:
 - a. Add a statement to policy that individuals with special skills may be hired at a higher rate than the stated minimum
 - b. Sick leave changed to personal leave and defined more comprehensively to include
 - c. Holidays—paid, based on number of hours worked per week.
3. Board will take policy under consideration for the next meeting

VII. Committee Reports:

1. Finance: overage from 2013; don't have a firm figure, but need to determine how to use these funds to best serve patron needs:
 - a. Establish Reserve
 - b. Earmark some amount for building capital fund
 - c. Identify programming needs
2. Strategic planning: Reviewed minutes from Feb. 25 Brainstorming session.
 - a. Identify primary items (top 6-10)
 - b. Select long-term items/ideas
 - c. Staff preferences: establish employee lounge area (est. \$2,000); remodel storage room into small event space, to allow for multiple programming (est. \$5000); resolve mud/drainage in parking lot; benches on front porch; increased PR (banners, parade, website).
 - d. Board recommendations from list:
 - i. Establish Foundation
 - ii. Patron questionnaire
 - iii. Suggestion Box
 - iv. Publish minutes/information on web page
 - e. Additions to brainstorming list: team with school for accelerated reading points in the summer; continue "mommy and me circle time" in the summer; increase after school activities; open later; use more teen volunteers;

VIII. New Business: Foundation. Leitner indicated that Carol Nelson is willing to work on organizing the Foundation. Discussion regarding membership of this group; Leitner indicated that we should have this group ready to start work in May. Members should provide Leitner with input, and we will organize the committee next month.

IX. Adjournment: Luke moved for adjournment at 6:40; seconded by Johnson . Motion passed unanimously.

Next meeting: April 8, 2014