

**Valley City/Barnes County Public Library Board meeting Minutes**  
**Tuesday, May 14, 2013 5:15 pm at the Library**

**Members present:** Stephanie Cummings, Margaret Dahlberg, Liz Johnson, Madeline Luke, Mary Wager

**Members absent:** Phil Leitner (excused)

**Library Staff present:** Steve Hammel (Director), Liz Hoskisson (Interim Director), Corinne Wenzel (Bookkeeper)

- I. **Call to order:** President Liz Johnson called the regular meeting of the VC/BC Public Library (410 North Central Ave), Valley City, ND, to order at 5:15 pm on Tuesday, May 14, 2013.
- II. **Additions to agenda:** None
- III. **Minutes:** No corrections to the minutes. Cummings moved approval of minutes from April 9, April 18 (Special Board Meeting) and May 2 (Special Board Meeting), seconded by Luke. Approved.
- IV. **Financial Report:**
  - A. Wenzel presented the financial report. Notable items include \$1000 paid to Hammel for moving expenses, and a voided check for Rotunda to close the old West Fargo account. We will issue a new check when the state tells us they have received the final audit report.
  - B. All old West Fargo accounts are now closed. Hammel described the proposed plan for using the various accounts: all income will be deposited in the appropriate fund (savings or checking) at Community Credit; all payments will be drawn from the accounts at West Fargo. This will create a clearer pattern.
  - C. The library received two donations: \$500 from Knights of Columbus (gaming profits donation), to be used for the Children's Library, and \$100 from Valley Office (recycling).
  - D. Luke moved/Cummings seconded approval of the financial report. Approved.
- V. **Director Search Committee report:** The new director is in place. The contract was signed by Liz Johnson, Board President, and Steve Hammel, Library Director, on May 6, 2013.
- VI. **Director's Report**
  - A. We received two black and white copiers from Alliance Pipeline. One is working well; the other is not. Hammel presented a possible Print Solution System that will manage a variety of print and copy needs. He plans to raise the cost of color printing to \$.50 per page, and will seek estimates for copier leases.
  - B. Special Story Time run by community member Elizabeth Kruger was held Monday, April 20<sup>th</sup> to a crowd of 90+ adults and children.
  - C. National Library Week Open House, Wed. April 17 (Connie Reid Hostess): 85 adults, 40 people for Children's Story Time, 35 in Children's library.
  - D. Salad Luncheon on May 7: biggest crowd we have had; \$675 profit
  - E. Elizabeth Kruger has agreed to work on developing the Friends of the Library organization.
  - F. Mary Ann Anderson is working part time in the children's library—Mondays, and some Thursdays and Saturdays.
  - G. The library alarm system contacts have been changed to Director Hammel
  - H. Hammel has been asked to speak at Rotary on June 12. He has also been asked to speak at the Chamber of Commerce After Hours meeting, but the library is not a member; the Library was offered a membership of \$42/four months. Cummings moved/Luke seconded approval. Motion carried.
  - I. Hammel is investigating new ILS systems and getting quotes from vendors. This needs to be the current focus, as the new system will give better reporting and be more reliable. We are currently cataloging by hand. Hammel hopes to have the new system set up in 90 days.
  - J. Hammel will meet with the North Dakota State Library representative this month for some background in North Dakota library issues.
  - K. Hammel contacted CSI Cable to discuss wireless and pricing options, and another vendor to discuss thin client setup for updating computer stations.

- L. An intensive weeding program of magazines, reference, and non-fiction is underway. Old materials beyond practical resale will be shredded for recycling.
- M. A new section for Young Adult readers is being developed. It will be located in the front, north side of the library, where the reference section is currently located. Other changes in library layout planned include integration of paperbacks with hardcovers, to assist patrons in locating materials more easily.

VII. **Other Items:**

- A. Two board members will retire in June/July. Luke asked to have these vacancies published in the paper. The City Commission will appoint these two positions in June.
- B. Hoskisson will mail out the lists for pies during Rally in the Valley (Saturday, June 15). The Library plans to sell the entire VHS collection during this time; the need for advertising this plan was discussed.
- C. Luke raised the question of establishing a movie night. We would need a license. Luke described a possible outdoor venue/drive in type event. Hammel indicated the need for better screen, sound, projector. Luke will explore further, related ideas.

VIII. **Adjourn:** Wagar moved to adjourn; Luke seconded. **Next Regular Meeting is Tues., June 11, 2013, at 5:15 pm**

Respectfully Submitted, Margaret Dahlberg, Secretary