

Valley City Barnes County Public Library Meeting MINUTES

Tuesday, April 9, 2013 – 5:15 pm at the library

Members Present: Stephanie Cummings, Liz Johnson, Phil Leitner, Madeline Luke, Mary Wagar (Margaret Dahlberg was excused).

Staff Present: Liz Hoskisson (Interim Director), Mary Ann Anderson (Children's Librarian), Corinne Wenzel (Bookkeeper)

- I. CALL TO ORDER: Board President Liz Johnson called the regular meeting of the VCBC Public Library to order at 5:15 pm on Tuesday, April 9, 2013.
- II. ADDITIONS TO AGENDA: News from Rotunda and discussion of the most recent "Final" audit for the years 2010-11.
- III. MINUTES:
 - A. March 12, 2013 Board Meeting. Leitner approved, Luke seconded. Approved.
 - B. March 26, 2013 Special Meeting. Report by Search Committee. New Library Director chosen. Leitner made a motion to approve the recommendation of the Search Committee. Motion carried, seconded by Cummings. Approved—motion carried.
- IV. FINANCIAL REPORT: Corinne Wenzel handed out the monthly income and expense reports for the period ending 3/31/2013
 - A. Outstanding checks written to Auditor Harold J. Rotunda, dated 12/2/09 and 12/23/10 now have cleared the checking account after Hoskisson's inquiry to Rotunda by E-mail.
 - B. Because of the this Hoskisson reported that we have successfully closed the two old personal library checking accounts at Wells Fargo leaving only 1) the new Business-Public Funds (General Funds) Checking account and 2) the new Business-Public Funds (Memorial Funds) Checking account. Each checking account must keep a minimum of \$3,000 to avoid charges.
 - C. Information that Harold Rotunda gained upon investigation of the North Dakota Century Code was presented by Hoskisson which clarified two points: 1) Public Libraries in North Dakota can only put their money in banks (credit unions qualify). 2) Libraries can receive donations.
 - D. The latest "Final" Rotunda audit was discussed. Luke made a motion that specific items on p. 6 need to be more understandable. After we consult with Rotunda if the information is corrected or clarified to our satisfaction then the report will be accepted. Motion so made, seconded and the motion carried.
- V. LIBRI FOUNDATION GRANT: Grant submitted and won by Luke and Anderson was discussed. Since requesting the needed matching funds from the community, the library has received \$1065.00 in donations so far. The library needed \$350 to meet grant's requirement. Any excess has been and will be put in the Children's Library book fund for future children's book purchases.
- VI. DIRECTOR SEARCH STATUS: Steven A. Hammel has emailed his acceptance of the position of the Library Director of the Valley City Barnes County Public Library. We have received his permission to have a background check. The background check was done by law enforcement and has come back clear. Steve hopes to come to Valley City to take up his position before the end of April. It has been suggested that no public announcement of this be made until the contract has been signed by Steve and the Library Board President Liz Johnson. Leitner suggested that the contract be signed the first day of his employment. VCBC Public Library Employment Policies need to be reviewed by the next board meeting.
- VII. DISCUSSION OF DIRECTOR'S CONTRACT was discussed and accepted. See enclosure for finished product.
- VIII. PUBLICIZING BOARD MEETINGS: Leitner stated that meeting dates, time and location be posted in the VCBC Public Library and include the proposed Agenda as it is available. Additionally it should be advertised in the "Library Notes" column in the newspapers.
- IX. NATIONAL LIBRARY WEEK ACTIVITIES: April 15-20, 2013. Theme: Communities Matter @ the Library.
 - A. A Special Story time Pajama Party at the Library to be held Monday, April 15th 6:30-7:30 pm in the Mary E. Fischer Room. Elizabeth Kruger is the storyteller and the organizer. Theme: All Children Should Be Safe. [Note: due to weather it has been rescheduled for April 29th]

- B. Library Open House on Wed., April 17th, 10-4 upstairs at the library. Connie Reed to help host the event. Staff and friendly others bringing bars.
- C. Door prizes (library cookbooks) and drawings for library patrons (books, bag, etc.)
- X. Library Salad Luncheon Fundraiser calling lists were handed out by Mary Ann
 - A. Date – Tuesday, May 7, 2013 11:00-1:00
 - B. Cost \$5.00
 - C. Location—The Mary Fischer Room
 - D. Salads prepared by Staff, Board Members and Friends of the Library
- XI. Mary Ann Anderson Retirement/Staffing—Mary Ann Anderson will be retiring at the end of April but hopes to continue to work about 14 hours per week in the Children’s Library. Library to use the current staff until new director arrives.
- XII. Dr. Luke made a motion that we call upon Elizabeth Kruger to reinvigorate the Friends of the Library and to inform Elizabeth that she will have the full support of the Board. Cummings seconded the motion. Motion carried. A gift certificate from Sabir’s Dining and Lounge will be presented to Elizabeth Kruger for her leadership as search committee chairperson.
- XIII. Adjourned: next regular meeting scheduled for Tuesday, May 14, 2013 @ 5:15 pm in the Mary E. Fischer Room. Use north door from the parking lot. Post notice of meeting on the door.

Respectfully submitted,

Secretaries, Pro tem: Cummings, Wagar, Hoskisson