

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

Members present: Kayln Botz, Margaret Dahlberg, Liz Johnson, Phil Leitner,

Members absent: Madeline Luke, Cathryn Stillings

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

I. Call to Order by President Leitner at 5:17 pm

II. Additions to agenda—strategic planning (under “other”)

III. Minutes: Minutes from the regular meeting of December 11, 2013 were reviewed. Motion to approve with no corrections was made by Botz, seconded by Johnson. Motion passed unanimously.

IV. Financial Report:

1. Wenzel presented statements and balances for the month of January.
2. Director and bookkeeper are working on 2013 actual expenditure report, to be completed and available by the February meeting.

V. Director's Report:

1. Technology projects proceeding: E-books will go live January 20; we have started ordering hardware for the IT and computer upgrades. Director found the monitors for about \$40 less per unit from another vendor and is renegotiating the price from Useful or will drop the monitors from the order to procure from the alternate source.
2. Director met with new State Librarian Mary Soucie and field services representative Eric Stroshane. Both seem impressed with the improvements we have been making.
3. Due to a miscommunication the finance committee has not met to finalize the 2014 budget. They are scheduled to meet January 21st and will have final budget ready for board review and approval at February's meeting.
4. Director is working on creating better reports for the board. He is contacting other directors to see if he can adapt copies of their reports.
5. We have a staff training/work day scheduled Monday January 20th.
6. Director is getting estimates for lighting replacements via a grant. Also getting estimates to replace the electric furnaces with gas units, which will drastically cut our energy costs.
7. Library now has a projector for showing films or organizing a game event in the library.
8. Friends of Library—Kruger has not yet had time to get this group organized.
9. Staff raises will be implemented for the 2014 annual year. Liz Hoskisson is willing to move to 28 hours, in support of adult library services.
10. Judy Uecker notified director she needed to reduce hours starting in February. She will go to 4 days per week.
11. Updates from Luke (via email):
 - a. Affordable care project—coordinator is certified, flyers have gone out. Sheyenne Care Center and Pizza Corner expressed appreciation for the service
 - b. English Corner—planning is under way
 - c. Energy grant—this is a 50-50 match and a 10 year payback required. There is mention of an SEP grant to cover up to 10,000 in engineering costs if this is required to assess pay back period.
 - d. How do we inform public of new books (adult print collection)? Director will explore options with Times Record for additional column space
 - e. Summer Reading Program dates: Limited to one month because program will be “big” this month (main events compacted into one month to build interest). Botz encouraged the librarians to

investigate having Accelerated Reader tests available in the library during the summer, so students can complete points during the summer.

VI. Policy Review:

1. Recommendation from the new State Librarian; review one policy each board meeting. This lessens the overall workload as part of the regular review of library policies. There is therefore no need for a special committee meeting.

VII. Committee Reports:

1. **Building:** received guess from Bakkegard & Schell regarding changing over gas heat. They provided a budgeting amount of between \$14,000 and \$16,000; they will provide an actual estimate when we get closer to making a decision. This will replace the four electric heat pump units (which are over 17 years old) with two stage gas units. This should result in significant energy cost savings, and pay for itself between 3-5 years.
2. **Flooring:** Director received a more reasonable cost for flooring replacement at \$2 per square foot from Valley Flooring, for a total cost of \$300. He is planning on installing on Saturday January 18.

VIII. New Business:

1. Library card usage policy (addendum provided). Discussion ensued. Botz suggested providing lanyards for children's cards. Board noted the need to include cost of a replacement card in the policy addendum @ \$5 per card. Botz moved to accept the addendum to the circulation policy as presented with the addition of the replacement card @ \$5. Johnson seconded. Motion carried unanimously.

IX. Other: Strategic planning. Leitner recommended setting up goal categories for strategic plan, and then each month the Board would discuss one of the goals. Some strategic categories include: Fundraising, building and grounds, policy, technology, collection development, programming. Board agreed to discuss the "big picture" on library goals at the next meeting.

X. Adjournment **Johnson moved adjournment at 6:20 pm. Seconded by Botz. Motion carried unanimously.**

**Next meeting:
Tuesday February 11, 2014**