

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

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

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

Guest: Elizabeth Kruger (Friends of the Library)

I. Call to Order by President Leitner at 5:15 pm

II. Additions to agenda—none

III. Minutes: Minutes from the regular meeting of January 14, 2014 were reviewed. Motion to approve with no corrections was made by Luke, seconded by Johnson. Motion passed unanimously.

IV. Financial Report:

1. Corrine noted receipt of a check from the City for 2013 taxes; Steve's health insurance has gone up by about \$35; we need to transfer \$30,000 to FCCU savings account to Wells Fargo account to cover payroll and other expenses. Luke moved approval of transfer; Botz seconded. Motion passed unanimously.
2. **2013 year-end report**—Director and Bookkeeper are still organizing this report.

V. Friends of the Library

1. Elizabeth Kruger – status of friends group: Jessica Jones agreed to co-chair the Friends group with Kruger, and a total of 8 volunteers are willing to help get the group started. Planning to spend the next two months organizing the bylaws, mission, etc. Membership to be determined in March; submit 501c3 in May. Kruger is looking for some diversity on the organizing committee.

VI. Director's Report:

1. The Director reported three community outreach activities: Red Hat Society 1/9, NARFE 1/14, COC ribbon cutting 1/31
2. Staff completed training each month: 1/20 – training for Overdrive, 2/17 -- training for Useful computer system
3. IT infrastructure upgrades are coming along. A couple of unexpected issues requiring additional purchases but still within budget due to monitors being purchased at a reduced cost.
4. Director is continuing to work on creating meaningful reports – a working copy of spreadsheet with documentation of visits, circulation, computer use, materials added/weeded, and program information was presented
5. The library's new web page is up and running. www.vcbclibrary.org
6. The new library cards have finally arrived. Patron response has been positive across the board.
7. Geek the Library initiative – this is an outreach program to raise community awareness of public libraries. This is a funded program we could consider. Board encouraged the Director to look into this more carefully.
8. The library now has "What's new at the library" running every other Monday, opposite the director's column in the TR. This column presents new book titles, new programs, etc.
9. NDSL (ND state library) spring workshop in Bismarck on April 7-8, 2014. The director will be going; registration fee is waived if director brings a board member.

10. Is the library going to pay the director's professional dues? We already budget for NDLA (for Director, adult, and youth services coordinators). The Library has a membership in United for Libraries (association for library trustees). Other organizations include ALA, PLA, ARSL, LLAMA, YALSA (total cost of these five is \$347). Board agreed that the library budget should cover these costs.

VII. Committee Reports:

1. Finance Committee – finalized 2014 budget to match approved income amounts; included substantial pay increase for most of staff and promotion of Liz Hoskisson to adult services coordinator, also included increases in spending for supplies above initial budget submission. Pay increases for staff were tied to range of hours worked, with four tiers (10 hrs per week @ \$8.00/hr; 20 hrs per week @\$10.00/hr; etc). Luke moved approval of the 2014 budget, with salaries effective 2/16/2014; seconded by Johnson. Motion passed unanimously.
2. Building Committee – The library received a notification from the City regarding paving improvements. Estimated amount is \$615.03; the library has paid these assessments in the past.
3. Building – Director met with Kelly Kohn of Kohn Electric regarding the lighting improvement project. Kohn is interested in taking on the project and is checking on particulars. Luke encouraged seeking several bids.
4. Building – Director received notification from VC Public Works regarding unusual water usage. He is following up—could be a leaking toilet.
5. Building – Main sewer line was plugged again, second time in about 3 months. Tom Odegaard cleared the line for us again at no charge. We appreciate Mr. Odegaard's time, knowledge and support of the library.

VIII. New Business:

1. Supplemental insurance: director was contacted by local representative from Aflac who would like to make a presentation to the board at the next meeting. Board agreed that AFLAC may present to Staff if they are interested. This would be purely voluntary and employee-funded.
2. Proposal for a shared resources partnership between the library and the museum. The museum houses most of the genealogy records for the county while the library has access to electronic resources, specifically Ancestry.com available through the state library. We can set up a "branch" to provide them access to Ancestry (at no additional cost) and the library receives and is credited for the (hopefully) increased usage.
3. Additionally the museum has a good-sized print collection of material relating to local subjects. The museum's collection has never been cataloged and of course they do not have an ILS. We could share space on our ILS, write a grant to catalog/preserve the collection, and count usage numbers. The Board expressed interest in learning more about these opportunities. The Director will investigate numbers, cost, and other details.

IX. Strategic Planning:

1. Discussion of "big picture": President Leitner asked how the Board would like to handle this. There does not appear to be time to pursue this during regular meetings. Dahlberg suggested inviting additional library staff to the meeting. Leitner recommended February 27 at 5:15 pm. Director will check with staff to confirm.

X. Adjournment: Luke moved adjournment at 6:50. Seconded by Botz. Unanimous approval.

Next meeting: March 11, 2014