

**Valley City/Barnes County Public Library Board meeting Minutes
Tuesday, June 10, 2014 5:15 pm at the Library**

Members present:, Margaret Dahlberg, Phil Leitner, Madeline Luke, Cathryn Stillings,

Members absent: Liz Johnson, Kayln Botz

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

Guest: Carol Nelson

- I. **Call to Order** by President Leitner at 5:17
- II. **Additions to agenda**--none
- III. **Minutes:**
 1. May 13, 2014 regular meeting: No additions/Approved as presented.
- IV. **Foundation Recommendation Committee Report:**
 1. Carol Nelson and Phil Leitner presented a draft of the Foundation By-Laws. Nelson discussed each section of the draft and answered questions. Members of the Board will review the document; further discussion, revision, and any action regarding the draft will be delayed until the July meeting.
 2. The Sheyenne Valley Community Foundation (established recently) has invited the Library to participate. If the Library decides to participate, the Sheyenne Valley Community Foundation could manage the 501(3)c. The management fee is 1% up to one million dollars. Leitner indicated that Alicia Hoffarth will attend the July meeting to provide more information.
 3. The Library Board expressed appreciation for the work completed by the Foundations Recommendation Committee.
- V. **Financial Report:**
 1. Corrine: The State Library reimbursed the Library for the tech grant (\$9,300). The Library also received checks from the City and County property mills.
 2. Corrine reviewed YTD reports; budget lines are on track, but report development is still offering some challenges.
 3. Transfer requested of \$25,000; motion to approve (Stillings, seconded by Luke). Motion approved by roll call vote, 4-0.
- VI. **Director's Report:**
 1. The Director met with United Way of BC grants committee to request support (\$1500) for the Books on Wheels program and the Ready Set Read program.

2. The Director and Luke met with Chuck Gulsvig, public affairs director from Sanford Health regarding grant opportunities they have available (to support senior programming--\$5000 to set up a library classroom).
3. Summer reading: signup numbers as of June 9th children – 141, teens – 16, adults – 36 Dr. Hilde vanGjssel provided the first “mad scientist” program; patrons are expressing strong approval of this and subsequent activities.
4. VCBC library will be hosting the meeting of the North Dakota Library Coordinating Council on July 30th. Part of the meeting is a tour of the facility and our new computer and network upgrades. Also that day State Librarian Mary Soucie will be reading for storytime.
5. Received a notification from City of Valley City regarding an additional fee being added to health insurance costs. Avis estimates additional yearly cost will be \$177.45.
6. The Board discussed a partnership opportunity with ND Water Education Foundation and determined not to participate.
7. Staff will be participating in the Rally in the Valley Parade followed by Pie and Ice-cream Social sponsored by the Friends.
8. The Director indicated that the Library may need to look into getting some regular assistance with website design and maintenance; we may want to include this in next year’s budget.
9. Luke reports that the English Corner is going well. So far 5 individuals have been participating actively, along with a good group of volunteers; a number of needs have been identified, from GED and ESL instruction to Civics and Vocabulary.

VII. Policy Review: none

VIII. Committee Reports: none

IX. New Business:

1. The Director reports that the City/Count are requesting a 2015 preliminary budget. The Board discussed a variety of initiatives that might impact budget requests:
 - a. Increased hours (open until 7) which would require additional staffing
 - b. Outreach to community in Barnes County. Discussion ensued regarding the use of tablets, establishing small library centers, etc. The Director envisions a rural initiative pilot program, and was encouraged to develop some detail for the Board to consider.
2. The Board recommended asking for the same amount as last year plus COLA (2%).

X. Other:

XI. Adjournment: Leitner adjourned the meeting at 6:48.

Next meeting: July 8, 2014