

Valley City/Barnes County Public Library Board meeting Minutes
Tuesday, July 8, 2014 5:15 pm at the Library

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

Members absent: Cathryn Stillings

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

Guest: Alicia Hoffarth (Sheyenne Valley Community Foundation)

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

II. Additions to agenda: Automatic Book Wrapping system

III. Minutes:

1. June 10, 2014 regular meeting

IV. Library Foundation:

1. Alicia Hoffarth provided information about the community foundation. Partnering with this foundation would decrease some of the cost and workload associated with managing a foundation. The foundations in Fargo have collaborations with the libraries in the Fargo area. Several options include:
 - a. Endowed fund (allows givers a tax break; can only use the principle; donation becomes an asset of the Sheyenne Valley Community Foundation). Fee will likely be a 1% annual management fee
 - b. Non-endowed fund (pass-through account). Library retains control of the money and the Foundation is the fiscal agent. Management fee might be higher for this (Fargo charges 2% for this type of account).
 - c. Advantage: more visibility in the community among donors
 - d. Community Foundation can act as the fiscal sponsor for a grant application (501c3)

V. Financial Report:

1. Wentzel: We received notification from North Dakota Insurance Department that the premium for State Fire and Tornado Fund (2014) is being waived.
2. Transfer requested of \$25,000 for operational expenses. Moved by Botz; seconded by Johnson. Approved by roll-call vote 4-0.
3. The Director presented the 2014 year to date budget expenditures for review. Overall the YTD budget is on track at halfway through the year. The President noted satisfaction with the formatting of the report. The Board requested a monthly report to review updates as part of the Financial Report.

VI. Director's Report:

1. The Director received notification that we will be receiving a \$1500 grant from United Way of BC (2015 budget) to support the Books on Wheels program and the Ready Set Read program.
2. The Director submitted a grant request to Sanford Health asking for support in the creation of a computer lab to teach computer skills to library patrons.
3. The Director completed and submitted paperwork for E-rate.
4. The Summer reading: signup numbers as of July 7th: children – 204, teens – 19, adults – 50. These number are about the same as last year.
5. The Summer reading in June went really well. We had outstanding participation in children's events with 741 attending the 20 programs. 99 attended the Fun Day on the 28th. Melissa stated the children stayed much longer, spending more time at each station and going back to favorites.
6. The Library's participation in Rally in the Valley parade generated a lot of attention. We gave out all 1000 mini flying discs and everyone had a really good time. A special thanks to Cathryn for her participation.
7. Director is looking into getting some regular assistance with website design and maintenance. Mike Lloyd is a Sharepoint programmer and has expressed interest in helping.
8. The library will be setting up a table at the Welcome to Valley City event on July 21st. We will need to provide salad, fruit, or bars. Assistance would be appreciated.
9. Director has been accepted to present a program at the annual NDLA conference in the fall. The topic will be computer and network upgrades in libraries.
10. Director confirmed with Elizabeth Kruger that the Friends of the Library will be providing Rolls and Coffee during Crazy Days.
11. Yearly stats report indicates an increase in teen reading this summer, along with children and seniors. Board requested some data from last year to provide context and an understanding of how current programming has changed this year's stats.

VII. Policy Review: none

VIII. Committee Reports:

1. Director has requested estimates from two masonry companies: estimates are comparable (\$28,800 from Bradco and \$27,900 from Native). Luke moved that we move forward with this project, and offer the contract to Native (to be completed this year)/seconded by Botz. Director will review grant options. Approved by roll-call vote 4-0.
2. Director has started contacting painting contractors to paint the exterior
3. Director received 1 bid for tree removal and spoke with another contractor. Under advisement from Dave Anderson, VC building and fire inspector, director sent a request to VC City Administrator Dave Schelkoph for a city crew to do the

work. City crew has been scheduled to do the work. The Board expressed their appreciation the City's assistance with grounds maintenance this year.

IX. New Business:

1. The director received information about a Book Sealer unit. This would reduce the time needed to wrap books. The unit costs \$1399 (includes some supply). Cost per book over 5 years would be \$1.25 per book for processing. Board agreed to consider acting on this at the next meeting.
2. The director presented the 2015 preliminary budget. The director noted that the library budget is still lagging compared to budgets for libraries in neighboring counties.
3. Library board elections: President Leitner recommended moving to a calendar year for elections. Luke moved that we make this change, and continue with the same slate of officers through December/seconded by Botz. Approved by roll-call vote 4-0.
4. The Board discussed the Director's salary, as he is at the 1 year mark. The Board expressed strong appreciation for Mr. Hammel's excellent work this year. Luke moved a raise to \$38,000, effective July 1, 2014/seconded by Botz. Approved by roll-call vote 4-0.

X. Other: None.

XI. Adjournment: President Leitner adjourned the meeting at 7:43 pm.

Next meeting: August 12, 2014