

Valley City/Barnes County Public Library Board meeting Minutes
Tuesday, February 12, 2013 5:15 pm at the Library

Members present: Stephanie Cummings, Margaret Dahlberg, Liz Johnson, Phil Leitner, Madeline Luke, Mary Wager
Library Staff present: Liz Hoskisson (Interim Director), Mary Ann Anderson (Children's Librarian), Corinne Wenzel (Bookkeeper)

- I. **Call to order:** President Liz Johnson called the regular meeting of the VC/BC Public Library (410 North Central Ave), Valley City, ND, to order at 5:15 pm on Tuesday, February 12, 2013.
- II. **Additions to agenda:** Estimate on front door closure; Board appointments.
- III. **Minutes:** No corrections to the minutes. Cummings moved approval, seconded by Wager. Approved.
- IV. **Financial Report:**
 - A. Wenzel indicated that the Library received \$40,530 from the City in January. These were deposited at First Community Credit Union. The County provided \$30,392, which was also deposited at First Community Credit Union. January expenses were primarily payroll and an increased electric bill (the Library relies on electric heat). The Board discussed possible efforts to reduce drafts in the library. Staff have been closing inner doors; Luke suggested adding plastic on drafty windows. The Board directed the staff to turn the thermostat down at the close of day to 65 degrees.
 - B. Wenzel and Hoskisson explained new accounts set up at First Community Credit Union for both general and memorial funds; the old accounts will be closed in several months. Two CDs will come due March 1. The Board discussed how to proceed with these accounts: should they be rolled over or should they be placed in short term investment? Wenzel noted that the XP computers are no longer supported by Microsoft and may need replacement; the new director will either need to identify grant dollars to support computer replacement or have ready access to some other funds. Leitner moved to consolidate the CDs as they come due and place in a money market account for the short term. Seconded by Wager; motion carried.
 - C. The Board requested an overview of accounts, to include the various CDs and investments, for a clear idea of the library finances before the new director is hired. A subcommittee of Leitner, Luke, Wenzel, Hoskisson, and Cummings was organized to review the accounts.
- V. **Board position changes:** The board reviewed the officer changes planned at the January meeting: Cummings as treasurer and Dahlberg as secretary. Luke moved confirmation; Leitner seconded. Motion carried.
- VI. **Anderson resignation letter:** Anderson would like to stay full time until the end of April, and then move to 12 hours per week and one Saturday a month during the transition. She identified a schedule of Monday and Tuesday afternoons, and one Saturday a month. This will require hiring another person. Leitner moved to accept as of April 30. Cummings seconded; motion carried.
- VII. **Director Search Committee report:** The committee has reviewed ten applications. Three have master's degrees. The committee is planning SKYPE interviews with six of the applicants. Kruger is setting up appointments. References have not yet been contacted. SKYPE interviews will be completed by Feb. 21.
- VIII. **Other items:**
 - A. Board Roster—Hoskisson needs additional email addresses for the state report (Cummings added her email address to the report).
 - B. The State Aid report will be amended tomorrow; the March 22 report will be completed soon.
 - C. The Mary Fisher Room plaque is in place.
 - D. The front door closure estimate: \$800 for two (only one would be \$174 less); closure includes weather stripping.
 - E. Changes to board appointments discussed: Wagar is in her second term. Two positions will be open in June. Leitner indicated that several people are interested in applying.
- IX. The Auditor's report was presented via paper copy, as the auditor was unable to attend to present in person. Motion to accept the report was made by Leitner and seconded by Cummings.
- X. **Adjourn:** Wagar moved to adjourn; Cummings seconded. **Next Meeting is Tues., March 12, 2013, at 5:15 pm**

Respectfully Submitted, Margaret Dahlberg, Secretary