

**Valley City/Barnes County Public Library Board meeting Minutes**  
**Tuesday, August 12, 2014, 5:15 pm at the Library**

**Members present:** Phil Leitner, Cathryn Stillings, Margaret Dahlberg

**Members absent:** Kayln Botz, Madeline Luke, Liz Johnson

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

- I. The meeting was called to order by President Leitner at 5:18. Quorum was not met, so motions/approvals can not be made at this meeting.
- II. Additions to agenda—expanding hours (add to Director’s Report)
- III. Minutes from July 8, 2014: the following correction was noted--Section VIII, item 1; Luke moved to do the masonry work within 1 year (not “this year”). Approval of minutes will be delayed until the next meeting.
- IV. Financial Report:**
  1. Corrine requested a transfer of \$20,000 to manage payroll for the upcoming month. Overall YTD budget is on track.
  2. Director Hammel discussed the 2015 budget request. The members present identified expanding hours of operation as a priority for the upcoming year, and suggested that Director Hammel request a 8% increase from the City and County to increase total open hours per week by 8 (for example, 10-7 weekly and 10-5 on Saturday).
- V. Director’s Report:**
  1. July statistics: numbers are increasing in almost every area, including total visits, new accounts, use of overdrive. We have 4146 active accounts.
  2. Expanding Hours: the Director has identified a way to eliminated staff overlap and extend hours until 6 each weekday.
  3. Geek the library – kick-off will start in September to coincide with National Library Card Signup month; watch for flyers and promotional material soon. This is a combination library advocacy and signup initiative.
  4. The Director met with Donna James and Sam Stover from VCSU library to discuss complimentary collection development and service partnership.
  5. The Library will be setting up a table at the freshman welcome weekend activity on August 22<sup>nd</sup> at VCSU.
  6. The Director contacted Century Link to discuss rates on telecom. He renegotiated a lower rate by packaging local and long distance, which should reduce the bill about \$50 per month.
  7. The Library received \$1000 from Sanford to be used for creating a computer learning classroom.
  8. Final summer reading numbers: 216 children, 48 completed (22%). These numbers are down a little from last year, but the program ran longer in previous years and children had more time to complete. Program attendance was quite high, however, and staff are working on adjusting activities next year to improve the program.

9. The library set up a table at the Welcome to Valley City event on July 21st. Staff talked with several new residents and gave our flyers, Frisbees, and cookbooks.
10. The Friends of the Library provided Rolls and Coffee during Crazy Days. The event was poorly attended partly due to late publicity however competition from food vendors and the later start time were very important factors effecting the outcome.
11. Madeline Luke submitted a recommendation for the library to host informational sessions on: Amendment 1- personhood, clean water amendment, board of education amendment, and initiated measures. Members present suggested that the library could provide space for interested parties to meet for discussion, but not organize or co-sponsor any sessions.
12. Director attended Summer Summit in Jamestown on August 8<sup>th</sup>. He was shocked to find out the Edgeley library book mobile is providing service to Litchville.
13. The 2 trees on the south side were removed by a city crew. 2 north side trees are still rubbing against the building and need to be trimmed. May need an outside contractor to do the work.
14. The visit with the ND library coordinating council went very well. Attendees were impressed with the quality of the IT upgrade which their grant had funded. Director also received numerous compliments on the changes and improvements we have made in less than a year. The state librarian and assistant state librarian both gave very positive comments. State librarian Mary Soucie was astounded by the amount of work staff did since her previous visit less than a year ago.

**VI. Policy Review:**

1. Employee corrective action form—recommend adding a statement allowing the employee to provide a written response.

**VII. Committee Reports:**

1. Library foundation: delayed until September meeting.
2. Building committee: director received two bids for painting the exterior. He has contacted a couple other contractors and is waiting for estimates.
3. Director is still waiting to hear for the ND historical society regarding the grant for the masonry.

**VIII. New Business:**

1. Hoopla digital streaming (offers audio books and movies; pay per item) vs Freegal music (pay per month). Discussion will continue next month.

**IX. Other:**

1. Colibri book covering system; delay decision until September meeting. We have spent over \$3000 on processing; this process will reduce staff time and cost about \$1.25 per book (\$2399 cost for machine and materials).

**X. Adjournment at 6:55.**

**Next meeting: September 9, 2014**