

Valley City/Barnes County Public Library Board meeting Minutes
Tuesday, August 13, 2013 5:15 pm at the Library

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

Absent: Liz Johnson

Library Staff present: Steve Hammel (Director), Corinne Wenzel (Bookkeeper), Melissa Lloyd (Youth Services Coordinator)

- I. The meeting was **called to order** at 5:17 by President pro tem President.
- II. **Additions to agenda:** Election of officers (President and VP)—place under new business
- III. **Minutes** for the July 8, 2013 regular board meeting and special meeting of July 19, 2013 were approved: moved by Botz/seconded by Stillings
- IV. **Financial Report:**
 - A. Wenzel provided the financial report for June. All statements are in agreement. Edward Jones account is up by \$3000
 - B. Elevator repair bill received (\$5000); Roofing bill is pending completion of the project. Stillings moved that the Library use funds from the memorial fund savings account to cover these expenditures; seconded by Botz; motion carried.
 - C. Botz moved/Stillings seconded the transfer of \$25,000 General savings at FCCU to Wells Fargo general checking to cover general expenses.
 - D. Additional signatures are needed for First Community Credit – Phil, Steve, Madeline, and VP: moved Stillings/Botz Board President, VP, Treasurer, Director signory; Corrine has ability access balance and account information.
 - E. Melissa, Steve, Liz on Wells Fargo accounts—move to approve adding Melissa to this account as a signor and credit card: Botz/Stillings
- V. **Director's Report:**
 - A. Hired Melissa Lloyd as $\frac{3}{4}$ time Youth Services Coordinator
 - B. Elevator repairs have been completed.
 - C. Roof repairs are proceeding; the repair over the Director's office is done. The Director will research pricing for flooring and bring back a cost estimate at the next meeting.
 - D. Contractors are installing fiber optic cable. The new cable should provide the library with enough bandwidth capacity to meet any future needs.
 - E. New ILS is installed and working well.

F. Director has made some on-the-fly circulation policy changes to accommodate new ILS. Director will prepare a new circulation policy for Board review and approval in September.

G. Noreen Smestad has agreed to extend her offer to purchase paint for the Mary Fisher room; the Board is looking for someone to paint the room. Botz suggested asking vocational class to paint as part of their class activities; she will contact the instructor to determine interest

H. The Library received a grant of 16 contemporary art books from Art Resources Transfer, Inc., for the Distribution to Underserved Communities Library Program. The grant has a total value of about \$619. Luke recommended asking a local art instructor to review the books and introduce them to the public. Board members should give names of members of the art community to Hammel so he can develop a way to publicize these acquisitions.

I. Library will be closed August 30-31 for carpet cleaning.

Finance Committee:

Hammel presented the proposed 2014 budget. The budget request represents an increase of \$5.00 per person in the county; discussion ensued about the increases in salary (5% overall) and books/programming/and building maintenance. Motion to approve 2014 Budget request: Stillings/Botz. Motion carried.

VI. Committee Reports:

VII. New Business:

A. Change meeting date for Fall Semester to second Wednesdays (Sept-Dec); return to Tuesdays (Jan-August) Luke/Botz Motion carried.

B. Election of officers (President and Vice President): Luke Nominated Phil for President and Liz for VP. Luke moved for unanimous ballot; Stillings seconded Motion carried.

C. Director is willing to perform maintenance and repair work on library building in addition to other duties. Luke asked Hammel to contact the Building Inspector to determine whether he needs a license. The Board approved the use of the Book Barn to set up and store his carpentry tools (

Luke moved that Hammel will bill for carpentry work as independent contractor. Luke moved that If Steve is licensed contractor, the library will offer first opportunity for Steve to complete carpentry jobs as an independent carpenter. Book Barn; \$20/hour; Steve will carry insurance on tools.

VIII. Luke moved/Botz seconded **meeting adjournment** at 6:50 pm. **The next meeting of the Library Board will be September 11, 2013, at 5:15 pm.**