

Valley City/Barnes County Public Library Board meeting Minutes
Tuesday, September 9, 2014 5:15 pm at the Library

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

Absent: Liz Johnson, Kalyn Botz

Library Staff present: Steve Hammel (Director), Corinne Wenzel (Bookkeeper)

Guest: Carol Nelson (Foundation discussion)

I. Call to Order: President Leitner called the meeting to order at 5:19

II. Additions to agenda: Proposed foundation (under "other")

III. Minutes: The meeting notes from the September meeting were reviewed; the minutes from the August meeting were approved with the correction identified in the September meeting notes.

IV. Financial Report:

1. Luke moved to transfer \$20,000 to manage payroll for the upcoming month; second by Stillings. Motion carried by unanimous roll-call vote.
2. Board reviewed the budget vs. actual report; Director indicated that purchasing will slow down as we move into the fourth quarter. Luke asked about a fund-raising expense; Director explained that this expense was covered by donated income and was managed this way because the Friends of Library group is not currently active.

V. Director's Report:

1. Director attended Summer Summit at West Fargo PL. Had good conversations with the library directors from West Fargo PL and Fargo PL.
2. Director purchased a Kindle Paperwhite for patron use. We have had some requests for materials available as e-book only. This purchase was made to address this issue.
3. Director and youth services coordinator will be attending the NDLA (North Dakota Library Association) conference Sept 17-19. Director is making a presentation to discuss the IT upgrades we made this year.
4. Library setup a table at the VCSU market place and gave away brochures and flying discs.
5. Library is starting the Geek the Library program this month. We are starting off with a 3 month whisper campaign.
6. Director and staff are investigating Mango languages program. Board members are invited to participate in the trial and give their feedback.
7. Per board instruction, Director requested 8% operating budget increase for 2015 from the City and the County to support longer hours next year; made presentations to county and city commissioners, waiting for decision. County commission indicated they would match the city's increase.

8. Director received notification that we will be receiving a grant of \$13,950 from the state historical society for masonry work. Paperwork has been signed and returned. We are waiting for notification to proceed with the work.
9. Director had to adjust some employee hours. One employee was on track to go over 1560 hours annually which would mean we would have to provide medical benefits. Employee's schedule has been reduced to 25 hours per week and will no longer be doing the housekeeping. We will have to find someone else to do the cleaning or investigate hiring an outside contractor.

VI. Policy Review:

1. Circulation of electronic devices provided by the library – amendment to circulation policy, electronic devices borrowers agreement. Luke moved to adopt the amendment to the circulation policy; Stillings seconded. Motion carried by unanimous roll call vote.

VII. Committee Reports:

1. Submissions for exterior painting: received two estimates for exterior painting.
 - a. Historical Area: 18,800 + Addition: 8,000 = \$26,000 (Mikkelsen)
 - b. \$30,000 (Geinert)
 - c. This project is eligible for a city beautification grant of up to \$7500

Stillings moved accepting the Mikkelsen bid of \$26,000; Dahlberg seconded. The Director will explore the beautification grant and timeframe. Mikkelsen indicated that she would honor this bid in the spring if timeline will not allow for fall completion. Motion carried by unanimous roll call vote.

VIII. New Business:

1. Wellness 411 would like to have information sessions prior to the ballot; the library will provide a neutral public venue for this presentation.
2. Madeline Luke would like to setup a dialog regarding the clean water amendment with the library providing space only on Sept. 27 at 7:00 pm, for a reasonable cost TBD.

IX. Other:

1. Colibri book covering system – they have new thicker covers, director recommends the new package of \$2600. Luke moved approval; Stillings seconded. Motion carried by unanimous roll call vote.
2. **Foundation Discussion:**
 - a. The Board discussed the variety of choices available: establish a library foundation, become part of the Sheyenne Valley Foundation, or do both.
 - b. Carol Nelson noted the 501(3)c cost: \$400/750 to file, plus Form 990 if you take in more than \$25k annually, which can be very costly.

- c. Luke moved that the Board proceed with an independent library foundation and simultaneously pursue partnering with the Sheyenne Valley Foundation. Stillings seconded. Roll call vote: Stillings-yes; Dahlberg-no; Leitner-no; Luke-yes. [tie vote; no action].
 - d. Board determined that we need to have a special meeting to focus on this single topic, so we can move this decision forward. Leitner identified the following possible dates: Monday Sept. 15, Tuesday the 23 or Wednesday 24 at 6:00; President Leitner directed the Director to contact the missing board members to identify the best time for a special meeting.
3. Leitner asked the Director to post all agendas and minutes on the Barnes Co. website.

X. Adjournment: Adjourned at 7:17 pm.

Next meeting: Special Meeting TBD; Regular meeting October 14, 2014