

Minutes

Valley City Barnes County Public Library Board

Date: September 12, 2017

Members Present: Metcalf, Remick, Dahlberg, Powell

Members Absent: Botz, Chandler

Staff Present: Director Hammel

I. Call to Order: Metcalf called the meeting to order at 5:05

II. Additions to agenda

III. Minutes:

July 12, 2017: Metcalf moved, Remick seconded approval; unanimous approval.

No August meeting held

IV. Financial Report:

1. Susan not able to attend; Director presented the financials from both July and August.
2. Metcalf requested clarification regarding the County Fund Income.
3. Remick moved to accept the July and August Financials; Powell seconded. Unanimous approval.

V. Director's Report:

1. Staff survived summer learning.
Kids: 205 signed up, 40 completed
Teens: 56 signed up, 17 completed
We would like to recognize the assistance we received from all our volunteers particularly Hilde van Gijssel, Jamie Wirth, and Gary Ketterling who made science fun.
2. Library had a site visit by Ryan Krol from the ND State Library for an annual evaluation of our IT equipment and infrastructure. We are still one of the most advanced of all public libraries across the state. Director consulted with him regarding adding maker spaces, coding classes, and similar.
3. 2018 budget. Director requested \$129,002 from the city which is the same funding level as 2017. The library will be receiving a 4% increase from the city due in large part to the funding formula so we will continue to receive 100% state aid. Director would like to thank Avis for catching that detail and including the additional amount. He requested \$141,225 from the county which will fulfill the requirement to receive state aid. It is an increase over this year but nothing was asked above that amount.
4. Personnel: our summer help is heading back to high school and college. Eliza will continue to have some availability evenings and Saturdays but that will change with her activity schedule. Director hired an additional 10 hour person so we have flexibility to cover absences. Her name is Dustina Ross, she is a VCSU student and is catching on quickly.
5. Director attended the ND State Library Summer Summit in West Fargo. The main topic was technology related programs in the library. Director and youth services coordinator have been discussing starting a coding club at the library. We will need some "seed" money to purchase

the necessary hardware, most software is free through various technology initiatives. This might be a good opportunity to utilize patron gifts given in 2017 and show a tangible return for their contributions. The board directed the Director to move forward.

6. Director was contacted by Beth Udem, librarian at BC North School regarding having all grade 6-12 students get a library card so they can access Overdrive. Director proposes creating a non-circulating "student" account for individuals who do not have an attached parent. This will allow them use of Overdrive and other computer based library services. Powell moved to add the "non-circulating student account" to the circulation policy; Remick seconded. Motion approved unanimously.
7. Director was contacted by Greg Lewis regarding making a direct donation from his IRA to the foundation. There are tax advantages for the contributor. At 70½ IRA holders must take distribution which could be counted as taxable income depending on the type of account.
8. Library participated in the Welcome to VCSU marketplace. We have had visits from several students since.

VI. Policy Review:

1. Collection development policy – only change in reference to disposition of donated materials noted in red; page 5 item 7. Remick moved to approve the changes; Powell seconded. Motion passed unanimously.

VII. Old Business:

1. Flooring – staff looked at patterns and colors and have top picks for the main library, children's area, and multipurpose room. Melissa would like to add a rug to be used for circle/story time which would be rolled and stored during crafts and other programs.
2. Landscaping – director spoke with Open Door and one of their clients will be watering and weeding for us during the growing season. Director also spoke with Dan Preston at Pine County Nursery regarding the foundation planting on west side entrance as well as the creating a comprehensive site plan. Preston stated there may be grant money available which director will follow up on.
3. Employee retirement accounts. Current SEP accounts are only earning .05%. Employees were wondering if there is a better option which will have higher interest rates. Susan J recommended we contact one of the local investment firms as they should have a higher rate of return over the long term. The Board directed the Director to inform employees of their options.
4. Parking lot spaces – director consulted with Mike Bishop regarding spacing, each space needs to be 9-10 wide so we could create 10 paid spaces against the north retaining wall and the east property line. Director needs to measure and layout spaces to confirm figures. We will also have to consider snow storage and removal since the space by the barn has been used for that purpose in the past. Board determined the rate of return does not make sense to proceed.

VIII. Other: The Board expressed appreciation to the county and the city for their financial support of the Public Library.

IX. Adjournment: Move to adjourn ant 5:50 pm

**Next meeting:
Tuesday October 10, 2017 5:05pm**