

## Minutes

### Valley City Barnes County Public Library Board

Date: August 11, 2015

Members present: Metcalf, Botz, Dahlberg, Chandler

Members absent: Remick, Luke

Library Staff present: Hammel, Wenzel, Roberta Lemnus

**I. Call to Order by President Botz at 5:18 pm**

**II. Additions to agenda:** State Aid for Public Libraries; Text option for integrated library system; Stutsman Co Bookmobile

**III. Minutes:**

July 14, 2015 minutes were reviewed; move to approve (Metcalf; second by Chandler); approved by consent.

**IV. Financial Report:**

1. Corrine: Wells Fargo reconciliation; Need to review ODIN bill (unexpected increase); IRS contacted us regarding 2<sup>nd</sup> quarter of 2013—board members expressed concerned regarding legitimacy of the contact and advised the Director to confirm with the IRS. Metcalf moved, Chandler seconded acceptance. Unanimous approval by roll call vote.

**V. Director's Report:**

1. Library vandalism. Director described the incident. Those who have keys are being contacted by police.
2. Director and adult services supervisor attended NDSL Summer Summit in West Fargo on August 6<sup>th</sup>. Topics discussed were the Aspen Report on public libraries, open meeting and records laws, and Trello project management software.
3. Director spoke to the local Kiwanis group August 5<sup>th</sup>. He discussed the present and future of the library, answered questions, and was presented with a \$200 check. Since there were no specific instructions, the Director assigned the funds to the computer room project.
4. Library will be participating in the Let's Walk Valley City event on Saturday September 12<sup>th</sup>. The event runs from 9-1, volunteers greatly appreciated. The Library-hosted planning session was August 11 (next meeting August 26 at noon).

5. The library will be participating in VCSU 2015 Get Connected welcome weekend event on August 21<sup>st</sup> from 5:30-6:30/7. Volunteers also greatly appreciated.
6. Director presented 2016 budget request to county commission on August 10; the city commission presentation will be at the end of the month.
7. Director sold the components of the old phone system for \$250 plus shipping. New VOIP phone system is working well.
8. State Aid for Public Libraries from the State Library—the library will receive full funding unless the City/County funding drops below our 3 year average. This biennium is the first time the State Library has received full funding.
9. Text option for integrated library system: the option will provide both automated renewals and messaging options for text reference. Director recommends adding these features for \$100 annually.

**VI. Policy Review:**

1. The Board reviewed a number of small changes and additions required to update the Circulation policy. Metcalf moved approval of the revised policy; Chandler seconded. Unanimous approval by roll call vote.

**VII. Old Business:**

1. The library is still waiting for bids to replace HVAC equipment.
2. Purchase of the fire-proof file cabinet is completed. We used a local vendor which added to the cost but did get on-site delivery.
3. The flagpole has arrived. We are waiting for the city to dig the hole before we can progress with installation. The pole is presently being stored in the city's warehouse/shop.

**VIII. New Business:**

1. Upgrades needed for safety upgrades; the following bids were discussed:
  - a. Bid for upgrade of the fire alarm system,
  - b. Bid to install a security system,
  - c. Bid to install security cameras from ElectroWatchman (A quick check of Amazon; a wireless 4 camera system for \$450).

Discussion ensued. Director will check with some other options for cameras/security. Metcalf moved to authorize the director to proceed with a camera security system for under \$1000; Chandler seconded. Motion approved by unanimous roll-call vote.

**IX. Other:**

1. Discussion regarding Stutsman Co. Bookmobile—Director was asked to investigate the type of grant used to support this.

**X. Adjournment at 6:50 pm.**

**Next meeting: Tuesday September 8, 2015 5:15pm**