

Valley City/Barnes County Public Library Board meeting Minutes
Wednesday, October 9, 2013 5:15 pm at the Library

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

Absent: Liz Johnson

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

1. **Call to order** at 5:15 by President Phil Leitner

2. **Additions to the Agenda:** Commission meeting tomorrow; approval of mission statement; Foundation planning

3. **Minutes from September:** A question was raised about the approval of item 7A; Luke indicated that the motion included both draft policies and should read “Luke moved approval of both draft policies...” Botz moved approval of the minutes with that correction; Stillings seconded. Motion approved unanimously.

4. **Financial Report:** Wenzel presented statements and balances:
 - FCCU has \$133,964 in General Savings
 - Edward Jones most current balance was faxed 10-1 \$94,294
 - The FCCU Memorial fund is \$47108
 - Wells Fargo Memorial fund is \$10,072.37
 - Wells Fargo General fund is \$17,000

5. **Director’s report:**
 - A. New employee has been hired (because of Mary Ann’s retirement): Kim Seidlinger (10 hr. employee)
 - B. A Thank you from Elsie Keyes was received for her retirement gift
 - C. Board signatures were required for Melissa’s credit card
 - D. Discussion of a possible change to direct deposit: We spend \$1 per pay check now; this would reduce to .50 per account. Luke noted the difficulty some may have if they do not bank online. Staff mostly positive. Hammel will continue the discussion with staff.
 - E. The Library staff submitted 2 grants this month, and we should hear by end of the month.
 - F. Discussion regarding design for a Library logo, possibly through Armando Ramos’ student work at VCSU. Is there money budgeted for this? Is this a class assignment? Is this extra work? Considering 3 designs (one for each of 3 age groups). Hammel will explore further.
 - G. Great Plains STEM Education Center is providing support for relationship with Library— may possibly use the Library for some Lego/Robotics workshops for junior high students.

6. Committee Reports: Building

- a. Hammel reported on a conversation with Jim van Dyke regarding piling snow next to barn. We need clarity from the City about responsibilities; Jim cleared snow last year while removing snow piles last year, and then the City quit providing snow removal. We also are not clear on extent of snow removal on sidewalks Hammel will follow up.
- b. Portion of roof missed during roof edge repair; director is following up (missed north portico)
- c. Masonry repairs needed on south and west side. Luke suggested applying for image enhancement grant. Bradco Restoration INC provided the following: Estimate for Level 1 \$3850 Critical; Level 2, 25,000 5 year preservation; Total (level 3--cosmetic) \$82,640.00 Bradco is willing to do side per year or phased process. Need to seek another estimate.
- d. Break in: installed deadbolt locks on North and Southwest doors; damage to North door repaired. Need to review insurance policies to make certain we are covered for theft and vandalism.

7. New Business:

- A. Do we want to upgrade the existing alarm system to include intrusion protection, installation of cameras? Hammel will explore cost and various options.
- B. Public Use policy for multi-purpose room and other library spaces—need to develop a policy – Steve will send materials for discussion.

8. Other:

- A. Mission Statement—this revision was discussed via email: “Through the collection and dissemination of information, the Library will preserve the past, embrace the present, and build the future.” Luke moved approval; second by Stillings. Motion passed unanimously.
- B. County Commission—will be approving budget; \$130K has been set aside for Library; decision will be made tomorrow; County will not be supporting any groundskeeping activities.
- C. Foundation: Leitner indicated that we need to develop a better understanding of reserve/support from a foundation to assist us in applying for grant support. We also need a capital improvement plan so we can maintain our aging building.

Luke moved **adjournment of the meeting** at 6:30pm. Stillings seconded; Motion passed unanimously.

Next meeting: November 13, 2013 at 5:15 pm

Respectfully submitted: Margaret Dahlberg, Secretary.