

## Valley City Barnes County Public Library Board Minutes

**Date:** December 22, 2015

Members present: Botz, Dahlberg, Chandler, Remick

Members absent: Luke, Metcalf

Library Staff present: Hammel, Jorissen

- I. **Call to Order** at 5:20 pm.
- II. **Meeting note:** Due to a large number of conflicts on the regular meeting night of the second Tuesday, the meeting was rescheduled to December 22, 2015. President Botz expressed appreciation for everyone's flexibility
- III. **Additions to agenda**
- IV. **Minutes:**  
November 10, 2015; Remick moved and Chandler seconded approval; motion approved by roll call vote.
- V. **Financial Report:**
  1. Jorissen provided updates on the library accounts. Direct deposit is set up and will go live in January. Payroll structure will be set up to run every two weeks (instead of twice a month).
- VI. **Director's Report:**
  1. Hired Terry Jones as building janitor. His duties will include cleaning, light repair work, and other similar tasks.
  2. The camera system has been installed. The system is not yet performing as expected. The director and contractors are working through some bugs.
  3. Library will be receiving OCLC grant. Director, state library cataloging department, and ILS vendor are working on a way to most efficiently complete the project.
  4. Roberta Lemnus tendered her resignation as adult services coordinator December 9<sup>th</sup>. Director has not started searching for a replacement yet.
  5. As part of his obligations as chair of the public library section director attended the NDLA executive committee meeting in GF on December 7<sup>th</sup>.
  6. Director is participating in regular monthly lunch meetings with Sarah Lerud and Rhonda Knodle, librarians from VC schools, and Donna James, library director at VCSU. The idea is to create regular dialog and collaboration.

7. New furnaces are scheduled to be installed between Christmas and New Year.

**VII. Old Business:**

1. The Director presented a revision of the draft 2016 Budget. The proposed budget includes a 2.5% salary increase for staff and a total budget of \$310,748. Budget does not include benefits for open Adult Services position, an addition of \$15,000. Chandler moved and Remick seconded approval of the proposed budget with the addition of the Adult Services position benefits. All salary increases (2.5%) noted in the draft budget will take effect January 1, 2016. Unanimous approval by roll call vote.
2. The board reviewed the S&L bid for new wireless antennas. The upgrade will be industry leading edge 802.11ac wireless standard which will have 1gbps capacity, greater security, and should provide better wireless reception in the building. Remick moved approval of the bid; Chandler seconded. Unanimous approval by roll call vote.

**VIII. New Business:**

1. The director discussed early closing New Year's Eve and suggested 2 or 3 PM. The board approved 2:00 pm closure by consensus.
2. The board discussed the open adult services coordinator position. The board authorized the Director to offer the position as a benefited, 40 hr/wk position @ \$12.50/hr. The Director will advertise the position after the holidays: moved by Chandler, seconded by Remick; unanimous approval by roll call vote.

**IX. Adjournment at 6:15 pm.**

**Next meeting:  
Tuesday January 12, 2015 5:15pm**