

Valley City/Barnes County Public Library Board meeting Minutes
Tuesday, November 4, 2014 5:15 pm at the Library

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

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

- I. Call to Order: President Leitner called the meeting at order at 5:15.**
- II. Additions to agenda: none**
- III. Minutes:** The minutes from Oct. 14, 2014 were reviewed; no corrections were noted and the minutes stand approved as presented.
- IV. Financial Report:**
 1. Corrine requested a transfer of \$20,000 for payroll. Johnson moved, Luke seconded. Motion approved unanimously by roll call vote.
 2. Corrine requested read-only access to the accounts online at FCCU. Luke moved approval of read-only online access to all the accounts at FCCU; Stillings seconded. Motion approved unanimously by roll call vote.
- V. Director's Report:**
 1. Director made presentation to staff from Jefferson elementary discussing information literacy, databases, and resources we have available here at the library. Because director has advanced terminal degree meeting was able to be counted as 1 hour CEU for the teachers.
 2. Yearly stats report demonstrates a busy October; program attendance in Children's area has been especially high. 100 participants for the Halloween program; YA attendance is also up; stats for adult visits/programs is holding steady.
- VI. New Business:**
 1. Change order and request for additional funds for masonry project. Director indicates that there was, in fact, additional work beyond the estimate (the chimneys were in worse condition than anticipated), in addition to the \$200 change order directed by the Historical Society architect. They are requesting \$2700. Director indicated strong satisfaction with the quality of work. Luke moved (Botz seconded) to approve additional payment of up to \$2700, with the Director given discretion to negotiate the final payment. Motion approved unanimously by roll call vote.
 2. The director presented the preliminary 2015 budget for review. Decisions will be made at the December meeting. After review of the proposed operating budget, the board discussed potential salary increases for staff. Board members

expressed appreciation for the staff performance; the library has become a very welcoming place. The director was asked to develop a budget option that includes a 10% raise for review in December.

3. The director presented a draft plan for increased hours of operation and staffing requirements to move the library from 41 to 49 open hours per week. The proposed plan would be Mon, Tues 10-7; Wed 10-5; Thurs 10-8; Fri, Sat 10-5.

VII. Adjournment at 6:30.

**Next meeting:
Tuesday December 9, 2014 5:15pm**