

**Valley City/Barnes County Public Library Board meeting Minutes
Wednesday, December 11, 2013 5:15 pm at the Library**

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

Members absent: Liz Johnson

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

I. Call to Order at 5:18 by President Phil Leitner

II. Additions to agenda: None

III. Minutes: Minutes from the regular meeting of November 13, 2013 were reviewed. Motion to approve with no corrections was made by Stillings, seconded by Botz. Motion passed unanimously.

IV. Financial Report:

A. Wenzel presented statements and balances:

- a. FCCU has \$117,005.55 in General Savings
- b. Edward Jones most current balance is \$98,358.66
- c. The FCCU Memorial fund is \$47,846.80
- d. Wells Fargo Memorial fund is \$9,591.93
- e. Wells Fargo General fund is \$7,599.74

Wenzel requested a signature for Edward Jones account (signatory for the account). Wenzel will call and determine who should sign.

B. Year to date report:

The Director discussed this year's ending budget. As of December 1, we are at 93.8% spent on Salaries; Building and Grounds and Library Supplies are both a little high; the rest of the line items are at or a little under budget.

V. Director's Report:

A. Moving ahead and getting setup for E-books. Library will be joining ND Consortia after the first of the year. Cost will be \$3000 (budgeted in next year's budget).

B. We need a finalized library card design so we can move forward with e-books. Board members reviewed several card designs, and recommended two choices (traditional photo and VCBC lightening image); patrons will be able to choose which card they prefer. Artwork setup for each is \$50.

- B. Director met with Frank Egan from Sheyenne Valley Area Career and Technology Center regarding the upgrade of the library's IT infrastructure. Frank and students will be out this week to create a network map as the first step in the project.
- D. The zero client system will cost a bit more than the grant is covering due to a miscalculation converting cost from 3 year proposed to 1 year actual. We can, however, sign a 3 year contract, pay yearly and still receive the multi-year discount which is a savings of \$200 per year. Director has received contract and will sign and return after January 1, 2014.
- E. Library will be starting English for non-native speakers' discussion group starting in January 2014. We need to advertise this to local businesses and other groups who work with these members of our community. Luke is organizing; Kay Kringlie and Dick Betting will provide TOEFL expertise for this activity.
- F. The library will be hosting two follow up programs in January; one on the Affordable Care Act scheduled 1/22/14 and a genealogy workshop scheduled 1/27/14. Each of these programs drew 12-14 participants last month.
- G. The library brought in \$619 at the December Salad Lunch. The director would like to designate these funds for the 2014 summer reading program. Leitner described a possible "free movie" incentive for the Summer Reading program. Further discussion of Summer Reading program ideas ensued; Board will discuss this topic further in January.
- H. Director received letter from VC COC regarding sponsorships at events, which was circulated at the meeting.
- I. Director has signed the library up to participate in the Library Edge. It's a national initiative which provides guidelines and benchmarks for public libraries to assist them to meet the technology needs of their community.

VI. Committee Reports:

- A. Building and grounds: Phil received an estimate for paving the parking lot. Cost is estimated at \$44,500 (entire lot; west portion only \$23,500; east portion only \$31,000); additional cost may be incurred for curb and gutter. This should be part of our long term planning.
- B. Building and grounds: Director is still working on the tuck pointing issue. He is trying to get a reworded estimate from the contractor to emphasize beautification rather than repair.

- C. Finance: Director spoke with Deb at Wells Fargo regarding the necessity of keeping a \$6000 balance. This is not actually correct since there are a combination of different features and balance amounts available to prevent being charged a service fee. Our minimum balance is actually \$3000; there are a variety of other features that would offset this requirement.

Committee members agreed to meet the first part of January to review the new budget.

VII. New Business: None

VIII. Other:

- A. Director's performance evaluation

The Board reviewed the Director's self evaluation and compared it to the Composite Evaluation from the Board.

Board encouraged increased collection of data regarding library usage; the Director's efforts at innovation, increased programming, and communication are much appreciated.

Efforts this next year should focus on long term planning, collection development, and increasing library visibility and usage in the community. The Friends of the Library and the Foundation are both efforts to pursue this coming year, as well.

Luke moved, Botz seconded approval of the performance evaluation and recommended continued employment in the Director position at the Valley City-Barnes County Public Library. The next evaluation will be in 12 months (December 2014). Motion carried unanimously.

- B. Leitner asked the Board to identify a second meeting in January for a Library Strategic planning meeting. Board members should bring dates to the next meeting.

- B. Adjournment at 6:45 (Luke/Stillings).**

Next meeting: Tuesday January 14, 2014 5:15 PM

Respectfully submitted, Margaret Dahlberg, Secretary