

**Valley City/Barnes County Public Library Board meeting Minutes**  
**Tuesday, July 14, 2015 5:15 pm at the Library**

**Members present:**, Margaret Dahlberg, Mike Metcalf, Madeline Luke, Kayln Botz, Melissa Remick, Elizabeth Chandler

**Library Staff present:** Steve Hammel (Director) and Corrine Wenzel (bookkeeper)

**Absent:** Madeline Luke

**Visitors:** Jennifer and Chris Redfearn

- I. **Call to Order: President pro tem Botz called the meeting to order at 5:15.**
- II. **Additions to agenda: Air conditioner (#5 under Director's Report); flagpole (#6 under Director's Report)**
- III. **Welcome of new board members:** Melissa Remick (city appointee), Elizabeth Chandler (county appointee)
- IV. **Minutes:** June 9, 2015 minutes were approved by unanimous roll-call vote. (Mecalf moved; Dahlberg seconded)
- V. **Financial Report:**
  1. Corrine reports that the flagpole purchase was charged to exterior/maintenance; this account will be over budget this year because of this purchase. FCC Capital improvement was charged for painting; the Board noted how attractive the painting updates are.
  2. 2015 YTD budget. The Director indicates that we are generally on track; some programming budgets are over (YTD) because of summer programs.
  3. Metcalf moved to accept the financials as presented; Chandler seconded. Motion approved by unanimous roll-call vote.
- VI. **Director's Report:**
  1. Roberta (new adult services librarian—started July 1) has hit the ground running. She has been cleaning and reorganizing the area around the circulation desk. Her efforts have greatly reduced the clutter and opened up the space.
  2. Mid-year statistics: number of visits is up 1200 over last year at this point; circulation is also up, along with new patrons, and program attendance.
  3. Summer Reading Program has strong participation. Numbers as of June 30: children 227, teen 28;
  4. Painting is completed and the contractor has been paid. Final paperwork for the Improvement Grant has been submitted. We are waiting to receive the check.
  5. Air Conditioner/heat pump: last year we replaced the old air conditioner with a new, efficient air conditioner that is now having problems because the air movement is insufficient. Director recommends seeking bids on replacing the

heating/cooling system. Metcalf noted that some grants are available through the State Historical Society.

6. Flagpole: still on backorder. City will dig the hole for the new pole; it will be placed in the southwest corner of the front lawn.

## **VII. Old Business:**

1. Director contacted Rotunda to see if he was available and willing to perform the audit. Rotunda responded he was available and would be here in August to start. Metcalf moved that we hire Harold Rotunda as our auditor; Remick seconded. Motion approved by unanimous roll-call vote.

## **2. New Business:**

1. 2016 budget: Director received county budget request for 2016. The paperwork had to be completed and submitted prior to this meeting. He asked for a 10% increase over 2015. A 10% increase per year for the next 5 years will get the library's assessment in line with the national average of \$36 per person.
2. Long overdue items: director recommends making a non-circulating member profile for patrons who are unable to bring materials back in a timely manner; over 90 days overdue. As of July 1<sup>st</sup> we had 28 DVDs overdue, with a cost just over \$600. Total items out and overdue is 426 with a value of \$6324. Metcalf asked where this shows up on the books and recommended that the Director discuss this issue with Rotunda; the Board discussed various options in dealing with patrons with poor return record. Director will develop a draft policy for discussion at the next meeting.
4. We need to remove signature authorization and credit card for Liz Hoskisson from WF account, and give signature authorization and credit card to Roberta Lemnus for WF account. Chandler moved approval; Metcalf seconded; Motion approved by unanimous roll-call vote.
3. The Director accepted a bid from A&E lawn care for weekly maintenance of grounds @ \$20/week.
4. Director purchased a deposit safe for better control of money, a Sentry Safe DH109E Depository Safe \$325 + \$70 shipping on Amazon. He also recommends the purchase of a fire and water proof file cabinet for important/irreplaceable files and documents. A Sentry Safe Fire-Safe File 2 drawer \$529 or 4 drawer \$670 plus shipping.
5. Since the NDLA annual conference is in Jamestown this year the director would like to close the library one day to give staff the opportunity to attend. Conference dates are September 16-19. Metcalf moved approval to close the library the 17<sup>th</sup> and compensate employees for full day wages, lunch, conference fee, and mileage; seconded by Remick; motion approved by unanimous roll-call vote.
5. Board elections Metcalf nominated the following slate of candidates: Botz as president; Metcalf as vice-president; Luke as treasurer, Dahlberg as secretary.

Remick moved that nominations cease; Metcalf seconded. Motion approved by unanimous vote.

**3. Other:**

1. Director needs to setup an orientation with new board members and anyone who would like to attend.

**4. Adjournment**

**Next meeting:  
Tuesday, August 11 2015 5:15pm**