

Minutes

Valley City Barnes County Public Library Board

Date: January 10, 2019

- I. **Call to Order:** meeting called to order 5:35 by Kalyn Botz. In attendance Kalyn Botz, Hilde van Gijssel, Steve Hammel, Ruth Berg, Melissa Remick, Vicky Lovell, & Amy Johnson. Not in attendance Ross Powell.
- II. **Additions to agenda:** not additions to the agenda
- III. **Minutes:**
December 13, 2018. Motion to approve the minutes as presented by HVG, 2nd RB. vote: unanimous.
- IV. **Financial Report:**
Reviewed the final totals for fiscal year 2018. Motion to approve the financials as presented HVG, 2nd RB. Roll Call vote: each approved.
- V. **Director's Report:**
 1. Director hired Ellie Hanninen for the open 10-hour position. Ellie is a VCSU student majoring in psychology and has previously worked at Grand Forks Public library during summers. Is going back to Grand Forks for the summer, but has done well with short training so far.
 2. Speaking of summers, Director spoke with Eliza regarding working the summer. Eliza graduates high school this spring and is not sure of her summer schedule yet. She is still interested in working at the library and will let us know as things get closer to graduation.
 3. We have only received a couple applications for the teen librarian position. We will be starting interviews next week. Considering Melissa for the Teen Librarian position and reposting for Children's Librarian. Will make decision after interviews.
 4. The library had a possible network security issue. Director contacted TrueIT to see about having a network security audit performed. May have to start rotating passwords and other simple security features. The audit is a good idea regardless. TrueIT is working up an estimate for the audit.
 5. We are having issues with three of the staff laptops. All three were purchased in 2013/14 and were not high-end machines to start with. We did budget \$2500 for computer hardware in the 2019 budget to start replacing machines. Steve will get some quotes and start replacing staff laptops as needed.
 6. Staff completed a comprehensive weeding of the 900s. We took out over 300 items and freed up one of the tall shelving units which was moved to large print to create more shelving space in that section.
 7. Amy and Susan have been working together on the bookkeeping to make sure we have a smooth transition.

8. Director performed cost analysis for copier/printer contract through Liberty and calculated, based on quarterly usage figures, we can reduce our monthly contract for B&W and color prints which will save about \$108 per year on the contract. Overages would be reduced to about \$70 per year. Director is negotiating with Liberty to have overages calculated either twice a year or preferably, yearly which would reduce overages to \$24 if twice a year and under \$5 if yearly.

VI. Old Business:

1. Parking lot: More people are using the parking lot during the day, but the concern is that the students are parking every which way, and patrons and staff may be parked in. At this point Steve will contact the school if a problem arises, but we would like to move on the formal agreement, in order to simplify matters. Proposal to change some of the wording in the agreement. We will go over at next meeting and have 2nd reading. Steve will start looking for quotes for the cost of posts and chain to designate Library patron parking versus student parking.
2. Litchville branch: Further discussion between Steve Hammel and Ruth Berg about the logistics of what needs to happen to open the branch.
3. Signatures on bank and investment accounts – Melissa. Have not heard back from ProEquities yet, but each of the others we need to bring in a copy of the minutes and have new people sign new signature cards for the accounts. At this point all of the accounts have people who are no longer on the board as current signers. FCCU, Dakota, Wells Fargo, and Investment account should have Kalyn Botz, Hilde van Gijssel, and Ross Powell as designated signers on all accounts and Steve Hammel and Amy Johnson will have authority to check balances. Motion by HVG, 2nd VL. Roll Call Vote: each approved.
4. Contributions to the foundation: Library has received money from Greg Lewis. He wants the funds to be used for future book purchases. Foundation meeting needs to be part of the next meeting. Melissa Remick will create an agenda for a Foundation meeting after the next library board meeting.

VII. New Business:

1. Furnace and heat pump replacement: Gotten an initial estimate from Keith's and will be looking at other quotes. To replace with natural gas forced air.

VIII. Other:

- 1.

IX. Adjournment: Meeting adjourned at 6:46 pm Motion from VL 2nd MR.

**Next meeting:
Thursday February 14, 2019 5:30pm**