

Minutes

Valley City Barnes County Public Library Board

Date: April 10, 2018

Board members present: all

Staff present: Hammel, Jorrisen

I. Call to Order 5:09 President Botz

II. Additions to agenda

III. Minutes:

February 13, 2018

Corrected start time. Move to approve Metcalf, Second Remick, Approved unanimously

IV. Financial Report:

Susan – January through April financials.

Move to approve Metcalf, Second Powell, Approved unanimously by rollcall vote

V. Director's Report:

1. New network firewall has been installed, everything seems to be working correctly. The biggest improvement is download speed is now 250Mbps
2. Director hired Sara Stanley for the 10 hour technical services associate position. She is presently processing all new materials and making them shelf ready. Adult and youth services coordinators, and director will continue doing the cataloging for the time being
3. Director investigated the loss of 1079 active members from 2016 to 2017. We went from 4621 at the end of 2016 to 3542 at the end of 2017.

Director explained this was due to the resetting of all patron account expiration dates to 2014 when the library changed to the new integrated library system (ILS). The previous ILS had suffered data corruption due to numerous crashes so the decision was made at that time to set all accounts to expire in 2014 as a starting point for more accurate statistics. Director supplied board with a printout of expired accounts which showed almost 1500 accounts which have had no checkouts prior to May 2013, which was the director's start date. Starting in 2018 the number of active patron accounts will accurately reflect the data reporting requirements for the state library and IMLS (institute of museum and library services).

4. Exceeding ND state standards for public libraries regarding copyright dates of the non-fiction collection.

Due to aggressive collection management by director and staff the 15% of the library's non-fiction collection has a copyright within the past five years. The state standard for our size library is 5%. The board congratulated the director and staff for this outstanding accomplishment.

VI. Policy Review:

1. Reconsideration policy and reconsideration request form
2. Deselection policy

3. Donations policy and donations form

Above policies were reviewed by the board, no changes were made. Move to approve review by Van Gijssel, Second Metcalf, Approved unanimously

VII. Old Business:

1. Edward Jones account – Director spoke with Nancy Hermanson and was informed Edward Jones lawyers would only communicate with the library’s lawyers regarding particulars of the account.

Due to all the changes in Edward Jones policies regarding public entities Metcalf contacted Leroux Lochan Financial to see if they would be willing and able to take over management of the portfolio, which was gifted to the library a number of years ago. After researching the subject Leroux Lochan Financial stated they were able to manage the portfolio. After discussion by the board they agreed moving the portfolio was the best option. Remick moved, seconded by Powell, to move the portfolio from Edward Jones Financial to Leroux Lochan Financial. Approved unanimously by roll call vote.

VIII. New Business:

1. 2017 budget reconciliation.

Board reviewed the expenditures versus budgeted amounts. The library was \$31,654 over budget for 2017. The library had several capital improvement projects on the building in 2017; \$16,100 for interior painting, \$34,570 for carpet and flooring, \$3140 to rebuild the west doors, and \$7599 for parking lot regrading and resurfacing. Total for the capital improvement project was \$61,409. It was noted by the director, other than the capital improvements, almost all the other budget categories were at or under the board approved budget amounts. There was quite a bit of discussion by the board regarding how the library should account for capital improvements, whether they should be within the regular operating budget or separated. The board decided further research was necessary and that the auditor should be contacted.

2. Complaint from patron which President Botz is bringing to board for their consideration
After review by the board they decided no further action was necessary.

IX. Other:

- 1.

X. Adjournment

**Next meeting:
Tuesday May 8, 2018 5:05pm**