

**Valley City/Barnes County Public Library Board meeting Minutes**  
**Tuesday, April 8, 2014 5:15 pm at the Library**

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

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

**I. Call to Order by President Leitner at 5:15**

**II. Additions to agenda:** Spring Workshop (add to Director's Report)

**III. Minutes:** Approved with no corrections

**IV. Financial Report:**

1. Corinne presented the monthly report and noted receipt of a check today from the County; she is working on moving accounts to 2014 Quickbooks. She requested a transfer of \$25,000 to general fund to cover payroll and several larger bills, including up front costs that will be reimbursed from the state technology grant. Luke moved approval; seconded by Johnson; unanimous approval.
2. Funds #17 and #18 (CDs we transferred last year) were transferred to the Wells Fargo Memorial Account. Each CD was \$21,242.01 at point of transfer, for a total of \$42,484.02.

**V. Director's Report:**

1. Director presented the statistics report. Circulation stable; added 33 more patrons in March; demographic information has been corrected over the past three months, so these should be accurate going forward.
2. Zero client system has been deployed, with more bugs than expected but working okay. Mixed reaction from patrons, as the interface is different than they're used to. We had learned that two staff workstations using zero client could not be configured to satisfaction. Alternate solutions have been implemented: Two of the Windows 7 computers will be moved to the circulation desk, and adult and youth services coordinators will be provided new Toshiba laptops. This will allow Liz and Melissa to "get away" from the desk for uninterrupted planning and be used for programming. Cost was \$899 for the two units which should be able to be deployed for 4-5 years before replacement.
3. ICTC ran new wiring and recommended S&L computer services out of Fargo to do final network setup. The Director engaged S&L to perform required work and is very happy with the work done and recommendations for setup and future growth.
4. Youth services has started the push for Summer Reading Program fundraising. Raised over \$2000 so far with a goal of \$5000. Youth services coordinator and director will be hitting up local business and community groups over the next couple months. We need everyone's help on this. Monday's newspaper article

focused on this. The Director is developing a funding challenge to attempt to raise \$10,000 by June 1.

5. Director recommends purchasing higher quality stereo equipment to be used for showing movies and other events. He has received bid of \$850 from local business from Appliance City, and is looking into an inexpensive mixer to be used for live music. Luke recommended some conversation with the owners of The Vault, so we can coordinate community events instead of competing.
6. The Library is moving ahead with Geek the Library. Director spoke with a consultant from Geek and gave a tentative roll out in August or September 2014. The focus of this program is to raise awareness of the library. The State Library will assist us in this marketing effort.
7. Spring Workshop: Director Hammel attended the North Dakota Library Association conference April 7-8. Topics covered:
  - a. Library as storyteller—what are the stories we can tell? How have libraries impacting our lives?
  - b. State library is looking at consortium opportunities to increase eBook access
  - c. How do we make our collection accessible to the larger community (collaboration with Museum is a good first step)
  - d. Library should become a “content producer”
  - e. Quality of civic journalism—library could become the portal for coverage of civic activities, meeting reports/coverage
  - f. Library card holders = library support; 20% of our population has a library card, so we have about 20% support in our community.
  - g. ND Humanities Council has grants available
  - h. Efforts are under way to improve communication and collaboration among mid-size libraries in the state.

## **VI. Policy Review:**

1. Review of Employee pay and benefit policy – continuation from March meeting:
  - Gray area regarding hours worked has been remedied.
  - FYI: this policy only covers hourly non-exempt employees. Salaried employees leave structure will need to be addressed and clarified at some point as well.
  - Botz moved/ Johnson seconded approval; motion carried unanimously.

## **VII. Committee Reports:**

1. Foundation committee: Leitner has identified five community members who have agreed to serve—Carol Nelson, Doug Dawes, Tom Glant, Jon Wager, MaryAnn Sheets-Hanson. Their goal: complete paperwork for the foundation, and make recommendations for funds, bylaws. Library Board members who have agreed to serve on this committee -- Luke and Johnson. Hammel will serve as advisor. Leitner will organize the group to begin meeting in May.

**VIII. New Business:** None

**IX. Other:**

a. Suggestions for prioritizing library programming

1. Botz noted the importance of supporting elementary art programming, and recommended increasing use of youth volunteers.
2. Luke emphasized the technology programming (computer classes, how to use Kindles, etc.)

b. Agendas posted on the Barnes County Website. Library Director should talk to Jason Thiel to get this posted before the meeting. Minutes should also be posted there.

**X. Adjournment at 6:40 pm**

**Next meeting: May 14, 2014**