

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

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

Absent: Liz Johnson

Library Staff present: Steve Hammel (Director), Corinne Wenzel (Bookkeeper)

- I. **President Phil Leitner called the meeting to order at 5:18 pm**
- II. **Additions to agenda--none**
- III. **Minutes from the** August 13, 2013 regular meeting were reviewed. Botz moved approval; second by Stillings. Motion carried unanimously.
- IV. **Financial Report:** Corrine presented statements and balances:
 - FCCU has \$130,431 in general Savings
 - Edward Jones has a balance of about \$90,000
 - FCCU Memorial fund \$46,352
 - Wells Fargo memorial will be reduced by \$5000 because roof check not cashed.

YTD Declining Balance—we are on track; in particular, personnel budget is right on track.
- V. **Director's Report:**
 - A. City and county budget hearings—City approved the \$20,000 increase. Phil indicated that Library presentation went well with County, but no decision made yet.
 - B. Energy audit from Missouri River Energy—Looks good. We have some grant writing to do; they will contact us when the next grant cycle begins. Estimated savings of \$1567.37 per year. Luke will review the audit for more detail.
 - C. Proposal from Valley Paint and Glass for replacement of flooring in director's office was discussed—Laminate quote: \$500; Carpet \$499 (both materials and labor); Hammel will seek additional quotes.

Carpets were cleaned Labor Day weekend. There are some areas of wear; Valley Paint & Glass will look at these areas, and provide a bid for long-term replacement.
 - D. Director met with Frank Egan from VoTech to discuss network and IT infrastructure upgrades to match capacities of new fiber connection.

They would supply labor; we provide hardware. Hammel will put together some costs for this project; Hammel plans to write a grant to cover this (see E).
 - E. Director and Youth Services Coordinator are both working on state technology grants; replacement of all patron computers and 2 staff circulation computers

with zero client system from Useful Corporation (includes filtering, print management, and sign-up software), upgrading IT infrastructure (item D above), creating an afternoon STEM program using Lego educational products, purchase of AWE early literacy computer stations

Each application is limited to \$20,000; libraries may submit multiple applications. Deadline for the applications is Sept. 30, 2013.

Server upgrade: Considering Microsoft Office 365 (on the cloud, hosted email, website for no additional charge).

- F. Hammel joined Chamber of Commerce Ambassadors to increase contacts and visibility.

VI. Committee Reports:

- A. Building committee: painting and drywall repairs of MEF room by VoTech students
- B. Roof seems to be fixed.

VII. New Business:

- A. Review and approval of new circulation policy
- B. Review and approval of new collection development policy. Discussed draft mission statement and details of the policy. Madeline suggests including “through the collection and dissemination of information.” Luke moved approval of both draft policies with the inclusion of this phrase. Second—Stillings. Motion carried unanimously **(underlined section revised per review of minutes at 10-9-2013 board meeting)**
- C. Use of funds from Memorial account to supplement collection development budget. Discussion of account resources: Luke moved that the Children’s/YA program have access to \$2000 Wells Fargo Memorial account to purchase new books—Second—Botz. Motion carried unanimously

VIII. Other:

- A. Botz volunteered speaking with HS Art teacher/Design instructor at VoTech to design a logo and VoTech Web Design instructor for web page development
- B. Director indicated that he will need to purchase a new chair (\$250)
- C. Dust Drought and Dreams Gone Dry – traveling Exhibition and Public Programs for libraries about the Dust Bowl. Luke brought forward; grants due Sept. 30. No time to write this year.

- D. **Adjournment: Luke/Botz moved 6:32 pm**

Next meeting: Wednesday, October 9, 2013 5:15 PM

Respectfully Submitted, Margaret Dahlberg, Secretary (revised 10-9-2013)