

**Valley City/Barnes County Public Library Board meeting Minutes**  
**Tuesday, June 11, 2013 5:15 pm at the Library**

**Members present:** Stephanie Cummings, Margaret Dahlberg, Phil Leitner, Madeline Luke, Mary Wager

**Absent:** Liz Johnson

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

**Pre-meeting Show and Tell:** Epson scanner and Microsoft Surface Pro from state Microsoft grant (Gates Foundation)

**I. Call to Order at 5:15 by Phil Leitner (president pro tem)**

**II. Additions to agenda: none**

**III. Minutes:** Minutes of the May 14, 2013 regular board meeting were reviewed. Luke moved approval/Cummings seconded; motion passed unanimously.

**IV. Financial Report:**

- A. Wenzel explained that statements and balances from the LM Fund show about an \$800 loss this month. Wenzel plans to set up online access to accounts. Discussion ensued regarding electronic transfer options for payroll as a way to reduce costs. Leitner is in favor of going to just one bank to reduce the time and cost of moving money from account to account. Luke and Cummings suggested exploring local options. A \$20K transfer necessary to meet June payroll. Luke moved approval and Cummings seconded; motion carried. Leitner and Cummings signed the withdrawal form.
- B. Issues with Quick Books program have now been resolved
- C. Steve Hammel has been put on signatures for Wells Fargo accounts.
- D. Need board signatures to approve corporate Visa cards – one for Steve Hammel, one for Liz Hoskisson, and eventually one for the children’s services coordinator. Wagar moved and Luke seconded approved Visa cards for these three individuals; motion carried.

**V. Director’s Report:**

- A. Steve Hammel’s family has arrived in town and is getting settled in.
- B. Elsie Keys announced her retirement effective June 30. She has worked at the library for 33 years. Leitner suggested that the Board identify a standard retirement gift to honor long-time retirees. Luke moved and Cummings seconded a dollar amount of up to \$100 for a 30+ year employee.
- C. Staffing levels are becoming an issue and need to be addressed. Sarah will be leaving for college this summer, leaving us with only a couple of part time employees. Hammel will be advertising for part time assistance (will be budget neutral), especially in children’s library. Leitner recommended that Hammel discussing employment issues with City/County auditor before advertising.

Hammel is planning new organizational structure, with an Adult Services Coordinator (adult and senior programming and collection) and Children’s Services Coordinator (children’s and YA collection and programming). This will allow us to track needs/services/expenditures more clearly for each area. Director will supervise these positions and manage the overall vision/work of the library in the community. This new structure would not be budget-neutral; this will not be implemented until budget can be managed appropriately.

- D. Director Hammel met with Eric Stroshane, field services representative from the state library last month. They discussed the future of public libraries in North Dakota. Stroshane provided a flashdrive with policy templates and other useful material to bring library policies up to date.

- E. Technology updates:

- The wireless router, provided by an anonymous donor, is set up and in operation.
  - The library has a Facebook page set up, and Hammel is looking into acquiring domain name for the library. The web page needs updating—Hammel is looking for a volunteer.
  - The server was down over the weekend. CSI provided support (\$650 repair).
  - The Director's computer workstation will need to be updated soon. Hammel will attempt to use the new Surface to replace this workstation. He is exploring the thin client option for replacing current library computers/workstations (possible cost \$2000 plus annual subscription fee), and will be exploring writing a grant to cover this.
  - Hammel requested selecting the ILS from Apollo company. This is a hosted product, at a cost of \$3300 set up, plus \$2500 annual fee. Hammel also recommends purchasing new library cards, receipt printers, and bar code scanners. Luke moved to approve/Wagar seconded: Authorize up to \$6000 for Apollo ILS by Biblionix, new cards, receipt printers, and bar code scanners. Motion carried.
  - Hammel has three bids from copier companies: color printer \$100/month, 5 year lease. Wagar moved/Cummings seconded approval: authorize director up to \$120/month, 5 year lease. Motion carried.
- F. Hammel indicated that we will close library at end of August for carpet cleaning and other housekeeping.
- G. Collection development—continuing to weed and consider collection reorganization. VHS removal going well. Have made \$250 so far in VHS tape sales (@.50)
- H. We now have accounts with Techsoup and CDW-G. Director is working on creating other vendor accounts to get government pricing discounts.
- I. Director is putting the paperwork together for E-rate and investigating getting fiber optic cable run to the library which would give us gigabit speed for internet access.
- J. Summer reading is in full swing. Signups are going well. As of June 10, 2013 we had 180 children, 28 teens, and 36 adults.
- K. Staff has cleared shelf space and created a new separate section for young adult fiction. This is the start of a concerted effort to make the library more attractive to teens.
- L. Director discovered wet carpet on the office floor Wednesday June 5<sup>th</sup>. Need to check on the roof. Hammel will check with City Auditor to determine who will do maintenance.
- M. Director was informed by Madonna Bacher-Slack that she has spoken to Veronica Fischer who had stated the flower bed next to the book barn was to be dedicated to Mary Fischer. Cummings will talk with Madonna and report back at our next meeting.
- N. The library board has two open positions; the City has received two applications.

#### **VI. New Business:**

- A. This is the last meeting for Mary Wager and Stephanie Cummings. Phil Leitner offered thanks on behalf of the Board to Mary and Stephanie for their work on the Library Board.
- B. Noreen Smestad has offered to pay for the paint to paint the Mary Fischer room. We will have to find volunteers or pay to have the paint applied. Offer is good only to the end of summer. The Board recommends asking Friends of Library to seek a volunteer.
- C. Director and finance committee need to start putting together the 2014 budget proposal to be presented to the city and county. Due in mid-August.
- D. Director and board need to start the process of creating and updating library policies and procedures.

**VII. Adjournment: Luke/Cummings moved to adjourn at 7:00 pm. Next regular meeting: July 9, 2013, at 5:15 pm**

Respectfully Submitted, Margaret Dahlberg, Secretary