

**Valley City/Barnes County Public Library Board meeting Minutes**  
**Tuesday, January 13, 2015 5:15 pm at the Library**

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

**Absent:** Mike Metcalf

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

**I. Call to Order by Vice President Johnson at 5:13 pm.**

**II. Additions to agenda—no additions**

**III. Minutes:** December 9, 2015. No changes noted; minutes approved as presented.

**IV. Financial Report:**

1. Corrine presented the December 31, 2014 balance sheet (draft). Director plans to follow up with CenturyLink because we are not yet being billed the eRate. Several small anomalies need to be corrected. The Director and bookkeeper are working closing up 2014 budget and should have report ready for February meeting.

**V. Director's Report:**

1. Hard drive on upstairs circulation computer needed replacing. We were able to scavenge from another unit. The "holdover" computers used by staff have a lot of hours on them and consequently we may have to start replacing them.
2. Director hired 3 new part-time, 10 hour staff to help fill in. One is a VCSU student, the other 2 are working adults who have other positions. The main goal is to have additional flexibility for staffing, particularly with programming.
3. The Director presented the 2014 stats sheet; overall usage has increased. Circulation comparisons with last year may be skewed because of changing systems. Senior program and county outreach are two areas that should receive more attention this coming year. Various options were discussed, including outreach in the county schools or community centers (both adult programming and public access to library materials), and computer classes for Seniors. The Board recommended adding a county outreach budget line to help focus attention on this area.
4. Director has been cleaning up some of the errors in our bibliographic records
5. The Director noted building improvement areas that need attention—carpeting, painting, etc. The Board recommended adding a capital improvements budget line to manage this need.

**VI. Policy Review:**

1. The Board reviewed the Patron confidentiality policy. Stillings moved approval of the policy as presented; Luke seconded. Motion unanimously approved by roll-call vote.

**VII. Committee Reports:** None

**VIII. Old/Continuing Business:**

1. New Hours of operation were proposed: Mon, Tues 10-7; Wed, Fri, Sat 10-5; Thurs 10-8. Motion to approve by Botz; seconded by Luke. Motion approved unanimously by roll call vote.
2. 2015 budget was reviewed. The only budget item that has increased significantly from the 2014 budget is salaries. The following changes were discussed:
  - a. Increase salaries by 7.5% raise (instead of 5% raise)
  - b. Add Capital Improvement budget line and Outreach Budget line
  - c. Reorganization of accounts to allow for the following four accounts:
    - Operations Account (Wells Fargo General Acct; \$34,000)
    - Contributions (unrestricted and unrestricted) account (FCCU Memorial + Wells Fargo Memorial combined in a new Dacotah Bank checking account; \$59,000)
    - Capital Improvement account (for one-time expenses or long-term improvement expenses)—(FCCU General Fund Savings; \$100,000)
    - Edward Jones account (leave alone—possibly could use for Foundation)
    - Leave CD alone for now (possibly for Foundation)

Luke moved to approve the budget with the changes indicated (a-c); Stillings seconded. Unanimous approval by roll call vote. (noted: all amounts are approximate; all accounts will be checking accounts)

Raises will be effective January 1, 2015. The Director's salary will be addressed at annual review in May.
3. Sheyenne Community Foundation fund agreement--Tabled
4. Election of officers for 2015—Tabled until June
5. Friends of the library—report will be filed this week.

**IX. New Business:**

1. Resignation of Cathryn Stillings from the board. The Board expressed thanks to Cathryn for her service. Cathryn is a City appointee, so the City Commission will need to make an appointment to replace Cathryn.

**X. Adjournment: 7:01 pm**

**Next meeting:  
Tuesday February 10, 2015 5:15pm**