

Valley City/Barnes County Public Library Board meeting Minutes
Wednesday, November 13, 2013 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** at 5:15 by President Phil Leitner.

- II. **Additions to agenda:** (New Business): Library Parking Lot; Programming

- III. **Minutes:** Minutes from regular meeting October 9, 2013 were reviewed. Motion to approve with no corrections was made by Botz, seconded by Luke. Motion passed unanimously.

- IV. **Financial Report:** Wenzel presented statements and balances:
 - a. FCCU has \$115,203.20 in General Savings
 - b. Edward Jones most current balance is \$94,294.38
 - c. The FCCU Memorial fund is \$47,516.34
 - d. Wells Fargo Memorial fund is \$9,938.19
 - e. Wells Fargo General fund is \$23,279.44

IV. Director's Report:

- A. A thank you note from Mary Ann Anderson (for her retirement gift) was read.

- B. The North Dakota Library Coordinating Council approved the Library Vision 2014 grant request for 12 new workstations in a zero client computer system and IT upgrade. Total grant amount \$10,397 plus a 10% match. Acceptance paperwork was signed and returned. Project must be completed by June 1, 2014.

- C. The City and County have made their final budgets. The library will be receiving \$130,623.86 from Barnes County or a full 2.5 mills and \$115,000 from the city for a total of \$245,623.86. We had requested \$126,106 from the county and \$115,108 from the city. This translates to budget increase of \$49,636 from 2013 to 2014 or just a bit over 25%. The Board is grateful to the City and County for their support. The Finance committee needs to meet to finalize the 2014 budget.

Leitner noted that Director Hammel played a major role in accomplishing this.

- D. The Director spoke at length with Elizabeth Kruger regarding the Friends of the Library. Elizabeth is very willing to take an active role in getting things going again but she will need help. Director recommended "starting over completely" and

forming a new group rather than trying to resurrect the existing structure since so much is missing or out of date. Board members noted the need for varied membership, including a business presence.

E. The library brought in \$290 from the chocolate day bake sale. These funds will be used for the summer reading 2014 program. Salad lunch is December 3rd. In the future, these events should be managed by the Friends of the Library, not the library staff.

F. As part of the process to receive E-rate funding the library has opened bids for telecom and internet. We have received a few inquiries and bids.

G. Director and youth services staff have been working with VCSU Professor Lee Kruger and his freshman L2L class to freshen up a part of the children's area and will hold a program on November 18th at 4:30pm for 3rd to 6th grade students.

H. VCBCPL will be hosting a genealogy workshop on November 18th at 6 pm. The workshop will be led by Dale Hoskisson and missionaries from the LDS church.

I. Friday November 22, there will be a program on the Affordable Care Act at 2 pm, presented by Donene Feist (one of the 17 navigators for the state).

V. Committee Reports:

A. Building Committee: The Director is continuing to follow up regarding alarms systems, building maintenance, and snow removal and will present findings to the board as they become available.

Tuck pointing—The Board discussed the work that really needs to be done, based on the \$3850 bid by Bradco Restoration INC. Luke moved accepting the Bradco bid (up to \$4000) so this can be completed yet this fall, due to the critical nature of the work, with the understanding that we will apply for a beautification grant to assist with this expense. Stiling seconded. Motion passed unanimously.

B. Finance Committee—Leitner asked how Board feels about process used this past month to avoid account fees. Luke asked why we are using an account that requires such a high minimum balance. Luke suggested we visit with Wells Fargo to see what alternatives are possible and recommends that we revisit our banking structure and make recommendation to the Board.

VI. New Business:

A. One of the conditions with the North Dakota Library Coordinating Council for receipt of a grant is internet filtering. The proposed computer system and the

Sonicwall firewall unit both have CIPA compliant filtering capability. The board will need to adopt a new internet policy which includes language regarding filtering. The Director is checking with the state library regarding public notification.

- B. Family Art Hour would like to hold their twice a month meetings/activities in the library. Luke asked if we need to child-proof the room, or be concerned about liability. Botz asked if we need a contract since the group will be meeting here on a regular basis. Leitner recommended temporary accommodation while we work on legalities.
- C. December holidays. Should the library be open on Christmas Eve? Botz moved/Stillings seconded closure on Christmas eve and open on New Year's eve. Motion passed 5-1.
- D. Parking Lot. Leitner explained that the County is resurfacing their parking lot, and asked if the Board is interested in having the library lot done at the same time. Board members noted that the school makes heavy use of the lot. Luke indicated there is an interest in renting parking spots (by families with HS students). Botz noted that we need better signage; paving would also clarify where to park. Luke inquired how much paving might cost. Leitner will look into the possibilities further.
- E. Programming Ideas were discussed:
 - 1 Affordable care act
 - 2 Volunteers work with non-native English language users. Luke has identified three volunteers to try out this idea.
 - 3 Heritage amendment speaker

VII. Other:

The director is performing in "Jungle Book" at VCSU on November 21, 22, and 23. Reminder—give Margaret Performance Evaluations to combine.

VIII. Adjournment Luke moved/Johnson seconded at 6:15 pm.

Next meeting: December 11th, 2013 5:15 PM

Respectfully Submitted, Margaret Dahlberg, Secretary