

**Valley City/Barnes County Public Library Board meeting Minutes
Tuesday, February 10, 2015 5:15 pm at the Library**

Members present: Margaret Dahlberg, Madeline Luke, Mike Metcalf, Liz Johnson, Kayln Botz

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

- I. **Call to Order:** Vice-President Johnson called the meeting to order at 5:20 pm and welcomed Mike Metcalf to the board.

- II. **Additions to agenda: None**

- III. **Minutes:** The minutes from the January 13, 2015 meeting were reviewed and approved as read.

- IV. **Financial Report:**
 1. Corrine reported receipt of \$1000 from United Way and \$60,259.74 from the County in January.
 2. The Director and treasurer, per board instruction, reorganized bank accounts. The library now has 3 checking accounts with opening balances on 1/14/15 as follows: First Community Credit Union- Capital Improvement Account: \$100,000.00, Dacotah Bank- Gifts and Contributions Account: \$58945.18, Wells Fargo- Operations: 62690.28 deposit bringing the balance in the account to \$74389.64.
 3. Director and bookkeeper are still working on closing out 2014 budget. We recently receive some back ordered items and an additional 2014 check from the city. Bookkeeper discovered an error in the Quickbooks setup which has now been corrected.

Luke moved to accept the financial report; seconded by Botz. Motion approved by unanimous roll call vote.

- V. **Director's Report:**
 1. Need entity authorization in board minutes to approve who can sign checks for all bank accounts. Metcalf moved that two signatures should be required for all accounts, and that the Board authorizes the following individuals for each account as follows:
 - a. Wells Fargo: director, adult and youth services coordinators, and treasurer should all have check signing authorization.
 - b. FCCU and Dacotah: accounts should be just director and treasurer. Bookkeeper should have access to check account balances and request transaction logs.

Seconded by Botz. Motion approved by unanimous roll-call vote.

2. Three new employees have completed training and are fitting in just fine. We now have 12 employees (1 FT, 2 ¾ time, 3 half-time, and 6 quarter-time).
3. Staff has successfully integrated use of the new acquisitions module. There were a few stumbles but repetition is increasing ease of use.
4. Valley City is hosting the 2015 NDLA conference. Due to the NDLA's belief that there is a lack of necessary facilities locally, the conference will actually take place in Jamestown. The Board objected to this arrangement and directed the Director to decline the honor of hosting the conference in a different community, citing logistic and financial concerns. Dahlberg will write a letter for the Director to send to NDLA.
5. Director has renewed professional memberships. Access to these associations provides numerous resources to assist us in providing our community with the best library possible.
6. Patrons really like the new hours. Staff has received numerous positive comments. Staff are now counting patrons by the hour, to determine high census times.
7. Director is investigating the particulars of setting up a micro branch/branches in the county. Wimbledon and Litchville look to be top choices for high population areas. ICTC has fiber lines in Leal and Nome which is a factor to consider. The branch module for the ILS is \$100 per location per year with circulation less than 999. Director will scout possible locations in the spring.

VI. Policy Review: None

VII. Committee Reports:

1. Friends of the Library. Dahlberg reported on the first meeting of the Friends of the Library. They will meet the last Tuesday of each month at 6:00 at the library. Elizabeth Kruger was elected President (Jennifer Jennes, Secretary; Margaret Dahlberg, Treasurer). Corrine indicated that we have some funds available to deposit in a Friends of the Library account when one is established.

VIII. Old Business: None. Luke noted that we have a contribution from Sanford to support the development of a computer room for patron education.

IX. New Business: None

X. Adjournment. Luke moved; Botz seconded adjournment at 5:53 pm.

Meeting was followed by a Board walk around – opportunity to look at facilities and discuss with director areas which need attention

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