

## Valley City Barnes County Public Library Board Minutes

**Date:** October 13, 2015

Members present:, Botz, Dahlberg, Chandler, Metcalf, Luke, Remick

Library Staff present: Hammel, Wenzel

**I. Call to Order by President Botz at 5:20 pm.**

**II. Additions to agenda: none**

**III. Minutes:**

September 15, 2015 minutes were reviewed; Metcalf moved approval; Luke seconded. Motion was approved by unanimous roll call vote. Metcalf noted that we need to review and approve minutes from the special meeting regarding IT last month; these will be added to the agenda in November.

**IV. Financial Report:**

1. Corrine provided updates on library accounts. Salaries and other budget items are on track. Metcalf moved to accept as presented; Melissa seconded; Motion was approved by unanimous roll call vote.
2. Metcalf asked about the status of the Friends of the Library account; Botz and Dahlberg provided an update of last night's annual meeting and various activities planned.

**V. Director's Report:**

1. We will be starting annual staff evaluations within the next 30 days.
2. Six members of staff attended the NDLA conference in September. Most came back with greater enthusiasm regarding librarianship and new ideas presented.
3. Director participated in a community discussion at the Jamestown Extension office on Sept 28<sup>th</sup>. Discussed numerous topics regarding community needs and how the NDSU extension service could address them.
4. We have received a negative comment regarding the strong wording of our 90 day overdue notice. Patron in question has \$650 of library materials overdue, with 40 items out under her and her daughter's account.

**VI. Old Business:**

1. The Director presented a breakdown for furnace estimates from Bakkegard and Keith's. There is a difference of about \$1000 between the two estimates. Metcalf moved accepting the bid from Keith; second by Chandler. Motion was approved by unanimous roll call vote.
2. Estimate for security cameras and installation. Cost for this project will come from the capital improvement fund. Board members discussed purpose of the purchase, needs, and concerns. Metcalf moved approval of the

purchase/installation; seconded by Chandler. Motion was approved by unanimous roll call vote.

3. The director recommends hiring Susan Jorisson (independent contractor) to do bookkeeping; Corinne would move to desk/frontline coverage. Luke moved approval of hiring Jorisson as independent contractor for 6-8 hrs per week; seconded by Metcalf. Motion was approved by unanimous roll call vote.
4. Space evaluation for teens and children. Tabled from last meeting.
5. Director did not follow up with contractors regarding framing up storage space. Alternative ideas have been put forth by staff.
6. Current bookdrop needs replacement; Director will discuss location with City-County Health and identify options. Bookdrop will be located outside of the library.
7. Upgrade of wireless: Director is getting bids for replacements.
8. Exterior cameras and/or lighting. Concerns expressed for dark areas on the east and north side of the building. Bookdrop location should be lit.

**VII. New Business:**

1. OCLC grant—Library is seeking a \$45K grant to add the library's bibliographic records to WorldCat, allowing for better patron experience and better use of the collection. VCBC catalog records will be improved; all cataloging will be outsourced.
2. 2016 budget—Committee needs to meet before the next board meeting to prepare draft.

**VIII. Other:**

1. Board discussed the need to replace the front door. The Director will research available carpenters and get some estimates.

**IX. Adjournment, followed by Board tour of the library to review maintenance needs.**

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