

Valley City Barnes County Public Library Board Minutes

Date: November 10, 2015

Members present: Botz, Chandler, Luke, Remick

Members Absent: Dahlberg, Metcalf

Library Staff present: Hammel, Jorrison

- I. Call to Order by President Botz at 5:15 pm.**
- II. Additions to agenda:** None
- III. Minutes:** October 13, 2015 minutes were reviewed; Luke moved approval; Chandler seconded. Motion was approved by unanimous roll call vote.
- IV. Financial Report:**
 1. Susan Jorrison was introduced at the new bookkeeper. She shared how she will work two days in the library. She reviewed the new design of financial reports. She shared with the board how deposits will go to Wells Fargo and then filter to other accounts.
 2. Jorrison provided updates on library accounts. Jorrison discussed with board the possibility of Direct Deposit for payroll. Jorrison informed the board that many business handle payroll with Direct Deposit. The library will see a service charge if the employee is not a Wells Fargo customer. Chandler made motion to accept financial report, Luke seconded. Motion was approved by unanimous roll call vote.
- V. Director's Report:**
 1. Board discussed the possibility of offering cleaning hours to existing staff members or contracting to independent cleaning services. The director will look into the feasibility of both options.
 2. Hammel informed board of Sara, current staff member, completing her MLIS at the end of summer 2016. Hammel and board discussed possible options for job placement once Sara has completed her education. Some possibilities are a teen librarian position due to wanting to increase teen visitation and usage. Another option is staffing in a branch location in the county.

3. Hammel discussed a library branch in Litchville. This would be a centralized location. The director would see the branch being open 2-3 days a week. Chandler asked about a bookmobile. Hammel said these can be costly and hard to locate patrons in their homes. Hammel would like to see computer hubs at this location. Sara and Hammel will research options.

VI. Old Business:

1. Board reviewed the 2016 library budget. Payroll raises amounts were looked at. Board will review further at December meeting. Hammel is in the process of completing performance evaluation of staff members. Board at this time will not base raises on performance reviews.
2. Within the budget, Hammel shared with the board to have a AmeriPride Linen and Apparel Services handle the cleaning and maintenance of floor mats within various areas in the library. The board agreed that the service seemed agreeable for the library. The cost will be around \$100 a month. Remick made motion to approve this contract, Luke seconded. Motion was approved by a unanimous roll call vote.
3. Luke shared information concerning an email sent to her from community member. The email encouraged the board to look at setting up a charitable trust. Board discussed options between a supported foundation or the library developing and independent foundation. Further discussion on this topic will be held for December meeting.

VII. New Business:

1. Hammel shared email from the ND State Librarian concerning policy questions proposed by board member Luke. Mary J. Soucie from the State Library shared responses in an email mailed to director Hammel.
 - i. The question of financial reserve for the size of our library was asked. The state librarian answered with a 15%-20% or 3 months work of expenses should be in reserve. The state librarian stated that this should be addressed in a fiscal or operating policy. The board agreed that policies need to be developed.
 - ii. The question of should a board member sign checks was asked. The state librarian said having a board member sign is considered "best practices." A policy or bylaws would need to spell this out. Board agreed to include in policies.
 - iii. The question of the board approving bills before payment is sent out was asked. The state librarian stated that the process the board and

library follows is common procedure and it is fine to continue in this manner.

- iv. The question was asked if the state library has done a survey of wages for hourly employees and director's salaries. The state librarian answered that a survey has not been done in quite some time. The state librarian stated that the NDLA board would discuss this issue at their next meeting.

VIII. Other:

- 1. Botz shared the date of Chocolate Chocolate Day as November 21st. The Friends of the Library will donate proceeds of this fundraiser for the purchase of a new circulation desk in the children's library.

- IX. Adjournment:** Luke made motion to end meeting at 7:20 pm. Chandler seconded. Unanimous vote ended meeting.

**Next meeting:
Tuesday, December 8th 2015 5:15 pm.**