

Minutes of the James River Valley Library System Board of Directors
Library Board Meeting
Wednesday, January 11, 2023

Board members present were Pam Phillips, Robert Hoekstra, Emmy Roorda, Joan Morris, Gail Martin, Jackie Barnes, and *City Ex-Officio* David Schloegel. Also present were Library Director Joe Rector, Assistant Director Jill Pfaff, Friends member Bill Kennedy, City Administrator Sarah Hellekson, and ND State Librarian Mary Soucie. Absent was Char Freeberg.

Pam called the meeting to order at 3:36 pm.

APPROVAL OF THE MINUTES

Robert made a motion to accept the December 21 minutes, seconded by Gail. Unanimous aye. Motion carried.

REMARKS FROM THE PRESIDENT

Pam gave handouts to the library board. The handouts consisted of Joe's employment contract as Library Director, the August 20, 2014 library board minutes reflecting an increase in family benefits for Joe, Executive Director Job Summary, Bylaws of the Library Board of Trustees, and JRVLS wages report for 2022/2023. Pam requested the library board review the documents and notify her before the next board meeting if they have any questions to present at the meeting. Pam stated the handouts are for board education which is part of the Strategic Plan.

REPORT FROM THE FRIENDS

Bill Kennedy reported the Friends have created a donation page to help with expenses incurred from the frozen water pipe break. So far nothing has been contributed to the donation page. He also said a fundraising letter is in the works and the letter will be requesting contributions toward additional expenses from the burst pipe.

FINANCIALS

Joe gave the financial report for the month of December.

DEPOSIT TO THE BUILDING FUND

Joe recommended that \$100,000 be deposited into the Building Fund from excess money left over from the budget.

Jackie made a motion to deposit \$100,000 into the Building Fund, seconded by Robert. Roll call vote showed 4 ayes, 2 nays (Morris and Martin). 1 absent. Motion carried.

BILLS TO BE PAID, PAYROLL AS PAID, AUTO PAY PAID, AND AMAZON TO BE PAID

Joe noted the bills include a check written to Jamestown Community Foundation for \$225,000 from the Meidinger bequest.

Robert made a motion to approve the bills to be paid, the payroll as paid, auto pay as paid, and \$38.46 (Amazon old account) and \$771.40 (Amazon Business new account) Amazon EFT, seconded by Emmy. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

INSURANCE FROM WATER INCIDENT

Joe informed the board that he is still waiting for the insurance adjuster's report. He reported the library lost 569 children's books including classic Berenstain Bears books. The board requested a list of the damaged books be put on the JRVLS website so people may donate books off the list.

USDA DOCUMENT APPROVAL

Joe reported the USDA document is not ready for approval yet.

OBSERVATIONS FROM STATE LIBRARIAN MARY SOUCIE REGARDING HER VISIT TO JRVLS

North Dakota State Librarian Mary Soucie gave a brief overview of JRVLS from 2021 data. Mary then gave some comparison data from other North Dakota libraries including revenue spent on salaries, bookmobile statistics, collection data, patron data, and program data. She also reviewed her observations from her recent visit to JRVLS.

COMPARATIVE STATISTICS FROM 2021 PUBLIC LIBRARY SURVEY

Joe provided 2021 comparative statistics of other North Dakota public libraries including library funding per capita, FTE comparison, and library director salary comparison.

STUTSMAN COUNTY LIBRARY COSTS

As directed by the County Commission Chairman, Joan distributed a cost comparison budget for Stutsman County Library if it were to separate from JRVLS. Joan stated she believes a budget of approximately \$167,000 would be needed if SCL were to separate as compared to the minimum suggested budget of \$203,000 given by Joe. Joe pointed out the budget he shared was not an official statement from the library board.

REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of December
 - Patron count: 2,138
 - Patron cards: 7,403
 - Libby/Overdrive usage: 1,683
 - Hoopla usage: 217 uses for a total of \$451.44
 - Item usage: 6,825
 - Computer usage: 234 (ADPL) and 126 (SCL)
- Joe informed the library board a staff appreciation event will be held January 27

NEXT BOARD MEETING

Next regular board meeting Wednesday, February 8, 2023, 3:30 pm, ADPL.

ADJOURNMENT

Meeting adjourned at 5:21 pm.

Respectfully submitted,

Jill Pfaff