

**Minutes of the James River Valley Library System Board of Directors
Library Board Meeting
Wednesday, November 10, 2021**

Board members present were Jay Nitschke, Pam Phillips, Joan Morris (via Zoom), Emaline Roorda, and Gail Martin. Absent were City Ex-Officio David Schloegel and Char Freeberg. Also present were Library Director Joe Rector, Assistant Director Jill Pfaff, City Administrator Sarah Hellekson, and Jennifer Senger (via Zoom)

Jay called the meeting to order at 3:30 pm.

MINUTES

Pam made a motion to accept the October 29 minutes, seconded by Gail. Unanimous aye. Motion carried.

STATEMENT OF THE PRESIDENT

Jay informed the board it had been brought to her attention board members have approached the Friends of the Library requesting financial statements. Jay said unless a board member has the library board's permission, they cannot do that.

FINANCIALS

Joe gave the financial report for the month of October.

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

Gail made a motion to approve the bills to be paid, the payroll as paid, and auto pay as paid, seconded by Pam. Roll call vote showed 5 ayes, 0 nays. 1 absent. Motion carried.

AMAZON

Joe informed the board that the Amazon bill will have to be paid online. Amazon is getting individual items mixed up and they have said the last 3 checks have not arrived, the first check was in the amount of \$4896.44.

RECONCILIATION QUESTION

A question of whether Joe should be doing the bank reconciliation was brought up at the last board meeting. Joe checked with the auditor and he was told that he could do the reconciliation as long as somebody else writes the checks. Joe is leaving the decision up to the board as to how it should be handled.

Pam made a motion that Jill do the bank reconciliation, seconded by Emmy. Unanimous aye. Motion carried.

FCCU CREDIT CARD

Joe followed up with the board on the question of getting the FCCU credit card late fee waived. Joe has requested a fee waiver for the FCCU credit card being paid late due to the COVID situation at the library last month. The request for the fee waiver has been referred to a higher up who makes those decisions.

REWARDS CREDIT CARD

At a previous board meeting there was a suggestion of a rewards credit card and paying more things by credit card, Joe said that the auditor expressed concern about the internal controls in that regard. Joe

informed the board that the current library FCCU credit card does have rewards and the library gets something from that annually. Joe said he is uncomfortable with the inability to set the due date of a new credit card, which could end up being paid late if the board meets later in the month.

OVERVIEW OF NEW LIBRARY WEBSITE

Jennifer gave the board an overview of the new library website.

Jennifer exited the meeting at 4:02 pm.

SPACE NEEDS STUDY

The board decided by consensus to wait to set a date for the public meeting until Joe hears back from the architect with the possible dates that he is able to attend.

ESTABLISH NEW POSITION OF TECHNOLOGY COORDINATOR

Joe presented the new part-time position of Technology Coordinator. The job description would be added to the Policy Manual appendix. This position may be worked remotely or in-person and will serve as a COVID accommodation for a current salaried employee. The employee will step down from her current role as Children's Librarian and be paid hourly commensurate to her current salaried rate. Pam made a motion to establish the new position of Technology Coordinator, seconded by Gail. Roll call vote showed 5 ayes, 0 nays. 1 absent. Motion carried.

DIRECTOR SELF-EVALUATION

Joe reviewed his annual self-evaluation with the board. The board will submit their library director evaluations at the December board meeting.

FRIENDS OF THE LIBRARY

Joe explained the relationship between Friends of the Library and the Library Board. He provided a chart to help explain that relationship.

Discussion ensued regarding the procedure and timing of Friends' reimbursements.

REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of October
 - October patron count 4133 – the second highest month of the year
 - Nearly 400 patrons registered for new cards with the majority of the new patrons being added through the bookmobile during a high school registration event
 - Total item usage was 6736 items despite ADPL being closed for 4 ½ days
- Nichole reported the after-school programs have been well attended. Each library offers activities to students that include crafts, STEAM activities, board games, and movies. They have also partnered with NDSU Extension office to offer a 6 week nutrition course.
- Kendra reported in-person story time has also been well attended. Every Thursday she has a themed story time with activities and once per month she has a simple craft for the attendees.
- Jill reported the Little Free Libraries have been completed and will soon be installed in Cleveland, Ypsilanti, and Pingree. Two other Little Free Libraries are already in place in Kensal and Woodworth. The bookmobile will visit the libraries on a monthly basis to add additional books as needed.

NEXT BOARD MEETING

The next board meeting is Wednesday, December 8, 2021, 3:30 pm, ADPL.

ADJOURNMENT

Jay adjourned the meeting at 4:50 pm.

Respectfully submitted,

Jill Pfaff