

Minutes of the James River Valley Library System Board of Directors
Library Board Meeting
Wednesday, December 11, 2024

Board members present were Emmy Roorda, Joan Morris, Gail Martin, Jackie Barnes (arrived at 3:47 pm), *City Ex-Officio* David Schloegel (arrived at 3:39 pm), Sarah Hellekson, Jessica Alonge, and Denise Waldie. Also present were Library Director Joe Rector, Assistant Director Jill Pfaff, and Technology Coordinator Jennifer Senger (via Zoom).

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

APPROVAL OF THE MINUTES

Gail made a motion to accept the November 13 minutes, seconded by Jessica. Unanimous aye. Motion carried.

FINANCIALS

Joe gave the financial report for the month of November.

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

Joe noted there are 27 payrolls in 2024 instead the usual 26 and with the extra payroll the payroll budget will be overrun for 2024; however, there are enough funds overall to cover it.

Emmy made a motion to approve the bills to be paid, the payroll as paid, auto pay as paid, and \$1,384.95 Amazon EFT, seconded by Gail. Roll call vote showed 5 ayes, 0 nays, 1 absent. Motion carried.

AUTHORIZED SIGNERS UPDATE

Joe reported most of the signers have been to FCCU, and paperwork should be complete by Monday. Joe will drop off the November minutes to the rest of the banks, then he will notify the library board signers when the banks are ready for them to come in to complete the paperwork.

WATER AND HEAT SENSORS INSTALLED

Joe informed the board the water and heat sensors have been installed, tested, and are operational at ADPL.

REPLACEMENT OF OUTDATED COMPUTERS UPDATE

Joe informed the board Windows 11 will need to be installed on all library computers by October 2025. Some computers are so old they won't take the update.

Jennifer reported six library computers have been replaced so far, with an additional twelve to eighteen computers that still need to be done.

Gail suggested approaching the Friends of the Library to ask if they would like to help with this project.

Joe agreed to speak with the Friends. He said a fundraising letter will be coming up, and the computers will be a great project for donations.

CREDIT CARD POLICY

Gail made a motion to accept the Credit Card Policy as presented, with reordering a sentence as discussed; seconded by Jackie. Roll call vote showed 6 ayes, 0 nays. 0 absent. Motion carried.

REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of November
 - Patron count: 4,330
 - Patron cards: 8,304
 - Libby/Overdrive usage: 1,992
 - Hoopla usage: 444 uses for a total of \$1,013.86
 - Item usage: 7,403
 - Computer usage: 872 (ADPL) and 214 (SCL)
- Director professional development: “Drive the Road” seminar, November 12
- Jill reported the Local Author Fair was a success. 20 authors were set up at tables on the main floor of library where they signed and sold their books. Over 200 people attended the fair.
- Future program at Masonic Building TBD
- Trustee training Webinar from State Library (Fridays in January and February) – January 3, 12:15 pm
- Programs at ADPL
 - Holiday Open House – December 13, 5-8 pm

NEXT BOARD MEETING

Next regular board meeting Wednesday, Jan. 8, 2025, at 3:30 pm, ADPL.

ADJOURNMENT

Sarah adjourned the meeting at 4:14 pm.

Respectfully submitted,

Jill Pfaff