

Minutes of the James River Valley Library System Board of Directors
Library Board Meeting
Wednesday, May 14, 2025

Board members present were Emmy Roorda, Gail Martin, Jackie Barnes, Sarah Hellekson, Jessica Alonge, Denise Waldie, and Amanda Hastings. Absent was *City Ex-Officio* David Schloegel. Also present were Library Director Joe Rector, Assistant Director Jill Pfaff, Technology Coordinator Jennifer Senger, and University of Jamestown Professor Mort Sarabakhsh.

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

APPROVAL OF THE MINUTES

Sarah made a motion to accept the April 9 minutes, seconded by Amanda. Unanimous aye. Motion carried.

MARKETING PLAN WITH PROFESSOR MORT SARABAKHSH OF UNIVERSITY OF JAMESTOWN

Professor Mort discussed the finding and recommendations from the UJ Marketing class for promotion JRVLS. Joe is reviewing the plan with our staff, and an update will be presented to the board.

FINANCIALS

Joe gave the financial report for the month of April.

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

Amanda made a motion to approve the bills to be paid, the payroll as paid, auto pay as paid, and \$3,548.93 Amazon EFT, seconded by Gail. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried

EXPIRATION OF PATRON CARDS FOLLOW-UP

Joe informed the board the one year expiration dates for patron cards has not gone into effect yet. Currently patrons in Stutsman County have a 2 year expiration and out-of-county patrons is every year. He said every year patrons who turn 18 will need to be listed as an adult to gain full access to Hoopla. Joe stated that a one-year renewal will also stop Hoopla charges for patrons who have moved away.

Gail feels 1 year is too soon for adult patrons and would like to see a 1 year expiration for patrons 18 years old and younger. She would also like to be able to renew online.

Joe will see if the software will permit differential renewal periods between patron classes and a way for patrons to update information online.

The board has asked Joe to go with the one year expiration until Joe can find out the capabilities of the library software system.

PROPOSED UPDATE TO "REQUEST OF RECONSIDERATION OF A WORK" POLICY FORM

Emmy made a motion to accept the updated Request for Reconsideration of a Work as presented by Joe with the specification that the library will follow the State retention policy on any challenge forms, seconded by Jackie. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

PROPOSED UPDATES TO “LIBRARY BEHAVIOR POLICY”

Gail made a motion to accept the updated Library Behavior Policy as suggested by Joe, with to line 6 to read “Tobacco use in any form; use of alcohol and/or drugs, or vapes of any kind”; seconded by Amanda. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of April
 - Patron count: 4,761
 - Patron cards: 7,707
 - Libby/Overdrive usage: 2,149
 - Hoopla usage: 539 uses for a total of \$1,249.48
 - Item usage: 5,145
 - Computer usage: 622 (ADPL) and 181 (SCL)
- Jill informed the library board the Friends of the Library donation request letter has raised an additional \$400 over the last month. Over \$16,000 has been raised for Wonder Books and new library computers.
- Jill shared upcoming programs: Summer reading program, Bird Watching tour, Fantasy Faire, and summer events.
- Staff meeting – discussed Pokémon Club, Challenge Policy updates, Marketing Plan, and Library Behavior Policy, etc.

NEXT BOARD MEETING

Next regular board meeting Wednesday, June 11, 2025, 3:30 pm, ADPL.

ADJOURNMENT

Gail moved to adjourn the meeting at 4:48 pm.

Respectfully submitted,

Jill Pfaff