

**Minutes of the James River Valley Library System Board of Directors
Library Board Meeting (Stutsman County Library)
Wednesday, August 13, 2025**

Board members present were Emmy Roorda, Gail Martin, Jackie Barnes (via phone), Sarah Hellekson, Jessica Alonge, Denise Waldie, and Amanda Hastings. Absent was *City Ex-Officio* David Schloegel. Also present were Library Director Joe Rector and Assistant Director Jill Pfaff.

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

APPROVAL OF THE MINUTES

Jessica made a motion to accept the July 9 minutes with the correction "Mill Levy Request 2025 for the 2026 budget", seconded by Amanda. Unanimous aye. Motion carried.

FINANCIALS

Joe gave the financial report for the month of July.

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

Joe reported the remaining funds of the Shirley Meidinger bequest to Alfred Dickey Library have been received in the amounts of \$100,939 via EFT and \$2,470.66 via check. Joe expressed appreciation for Shirley Meidinger's support of the library. A check for \$103,409.66 to Jamestown Community Foundation will be deposited in JCF's Stifel Fund for Alfred Dickey Library Special Project.

Jessica made a motion to approve the bills to be paid, the payroll as paid, auto pay as paid, and \$2,217.51 Amazon EFT, seconded by Emmy. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

MILL LEVY REQUEST 2025 FOR 2026 BUDGET

Jessica gave current mill levy values for the County. She said with the current mill levy values, the library would potentially receive \$2,689 more than what the library board has requested.

Gail requested adding a City and County dissolution update to the agenda every month.

PUBLIC COMMENT POLICY

Gail made a motion to accept the Public Comment Policy with changes to the second paragraph to read "Currently, the public comment period for regular meetings is five minutes unless limited or extended by the chair of the meeting", bullet #1 to read "The individual's address will not be in the minutes", and bullet point #2 to read "An individual is limited to two minutes for comments unless the chair of the meeting extends an individual's time"; seconded by Amanda. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

PERSONNEL POLICY REVISION

Amanda made a motion to accept the Personnel Policy revision as presented, seconded by Emmy. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

FIRST AID/CPR CLASS

Joe requested staff First Aid/CPR training be updated through Jamestown Ambulance Service. The cost will be \$75 per staff member which covers First Aid, CPR, and AED training. Joe also requested library closure for 2 hours the morning of the training.

Amanda made a motion to approve First Aid/CPR training for library staff at \$75 per person, seconded by Gail. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of July
 - Patron count: 5,015
 - Patron cards: 7,900
 - Libby/Overdrive usage: 2,487
 - Hoopla usage: 616 uses for a total of \$1,453.66
 - Item usage: 6,770
 - Computer usage: 595 (ADPL) and 87 (SCL)
- Jill reported there were 144 attendees at the Bingo School Supplies event. Friends of the Library sponsored \$600 toward the purchase of a large variety of school supplies for bingo prizes. The bookmobile advertised the Bingo event during the Buffalo Day parade.
- Joe reported he had 18 attendees for his Fantasy Football Extravaganza. Food and prizes were provided. Joe gave his thoughts on Fantasy Football and had quiz questions where attendees used a QR code to answer questions to win prizes. Attendees answered surveys, and the results were very positive.
- Joe's presentations at NDSL Conference:
 1. "The Magic of Library Programing," July 28 (presenter)
 2. "Connecting with Community with Mobile Outreach," July 29 (panel member)

NEXT BOARD MEETING

Next regular board meeting Wednesday, September 10, 2025, 3:30 pm, ADPL.

ADJOURNMENT

Gail motioned to adjourn the meeting at 4:31 pm.

Respectfully submitted,

Jill Pfaff