

**Minutes of the James River Valley Library System Board of Directors**  
**Library Board Meeting**  
**Wednesday, August 9, 2023**

Board members present were Pam Phillips, Robert Hoekstra, Char Freeberg, 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, and Sarah Hellekson.

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

APPROVAL OF THE MINUTES

Gail made a motion to accept the July 12 minutes, seconded by Robert. Unanimous aye. Motion carried.

FINANCIALS

Joe gave the financial report for the month of July.

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

Robert made a motion to approve the bills to be paid, the payroll as paid, auto pay as paid, and \$5,253.62 and \$1,676.23 Amazon EFT, seconded by Char. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

DENTAL INSURANCE AND LIFE AND DISABILITY ADDITION TO PERSONNEL POLICY

Char made a motion to approve the dental insurance and life and disability addition to the personnel policy, as presented by Joe; seconded by Robert. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

STRATEGIC PLAN, GOAL 1

Char made a motion to eliminate goal #1, seconded by Jackie. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

WATER INCIDENT UPDATE

Joe reported he has given estimates for repairing the damage incurred by the water to the insurance company. The insurance company has questions for some of the contractors; however, the painting estimate has been approved.

DISCUSS ESTABLISHING A STEP SCALE FOR WAGES

Joe expressed to the board that he is having difficulty finding new employees due to low starting wages. Joe requested establishing a step-plan for wages the upcoming year.

Robert made a motion for Joe to present to the board a step scale for wages proposal, seconded by Jackie. Unanimous aye. Motion carried.

REQUEST TO ESTABLISH NEW ENTRY-LEVEL STARTING WAGE OF \$13 PER HOUR

Char made a motion to establish a new entry-level starting wage of \$13 per hour, seconded by Emmy. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

#### REQUEST TO ESTABLISH NEW BOOKMOBILE STARTING WAGE OF \$15 PER HOUR

Robert made a motion to establish a new bookmobile starting wage of \$15 per hour, seconded by Jackie. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

#### REQUEST TO OFFER A \$2 PER HOUR RAISE FOR CURRENT STAFF TO BECOME NEW BOOKMOBILE DRIVERS

Char made a motion to offer \$2 per hour raise for current staff to become new bookmobile drivers, contingent upon remaining a bookmobile driver; seconded by Robert. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

#### RAISES FOR CURRENT STAFF CURRENTLY BELOW THE NEW ENTRY LEVEL

Char made a motion to give raises for current staff currently below the new entry level, Alyssa Woods to \$13.00 per hour, Karen Eckroth to \$13.00 per hour, Shelly Bunde to \$14.00 per hour, and Nico-Rice Jasmann to \$14.00 per hour; seconded by Jackie. 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: 4,310
  - Patron cards: 7,741
  - Libby/Overdrive usage: 1,888
  - Hoopla usage: 384 uses for a total of \$900.20
  - Item usage: 8,287
  - Computer usage: 597 (ADPL) and 149 (SCL)
- Joe reached out to JLG Architects for a site study proposal and he plans to bring it to the board next month
- Tuck-pointing is underway and approximately halfway completed
- Joe has started working on the emergency plan
- Staff meeting highlights
  - Updated staff on the book review project
  - Discussed adding space to the library

#### NEXT BOARD MEETING

Next regular board meeting Wednesday, September 13, 2023, 3:30 pm, ADPL.

#### ADJOURNMENT

Robert made a motion to adjourn at 4:35 pm.

Respectfully submitted,

Jill Pfaff