

Minutes of the James River Valley Library System Board of Directors
Library Board Meeting
Wednesday, November 16, 2022

Board members present were Pam Phillips, Robert Hoekstra, Char Freeberg, Joan Morris, Gail Martin, Jackie Barnes, and City Ex-Officio David Schloegel. Also present were Library Director Joe Rector, Assistant Director Jill Pfaff, Friends member Abby Perdue, and ND State Librarian Mary Soucie (via Zoom). Absent was Emmy Roorda.

Pam called the meeting to order at 3:31 pm.

APPROVAL OF THE MINUTES

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

REMARKS FROM THE PRESIDENT

Pam thanked everyone for their patience while she was recovering from her illness. She also requested the board meeting be kept as brief as possible and she would like to end the meeting by 5 pm.

REPORT FROM THE FRIENDS

Abby reported the Friends had a meeting yesterday. A discussion was held about what was going on at the library. She said they will have limited activity during the holidays and plan to table the annual fundraising letter for the time being. She also reported the Friends will also be reimbursing the library for the 3D printer. They look forward to the New Year and are very excited to promote the activities that will be held at the library.

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, auto pay as paid, and \$1,773.12 (Synchrony Bank old account) and \$770.41 (Amazon Business new account) Amazon EFT, seconded by Jackie. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

WORK WITH REALTORS

Pam reported the work with realtors is ongoing and a visit to sites is upcoming.

PERSONNEL POLICY REVIEW

Pam reviewed changes to the personnel policy with the board.

Robert made a motion to approve the personnel policy changes including a typo on page 8, seconded by Char. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

RAISES FOR 2023

Char made a motion to approve the 2023 raise requests of 6% for Tommie Stroh, Shelly Bunde, Tara Miller, Nico-Rice Jasmann, Aurora Bear, Emily Kudrna, Cassie Wheeler, Nichole Greshik, Laurel Pfau, Jennifer Senger, Mary Jane Westerhausen, and Joseph Rector; and 7% for Jill Pfaff, seconded by Gail. Roll call vote showed 6 ayes, 0 nays. 1 absent.

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. Pam will gather all the evaluations and review them with Joe.

REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of October
 - Patron count: 4,493
 - Patron cards: 7349
 - Libby/Overdrive usage: 1738
 - Hoopla usage: 269 uses for a total of \$573.38
 - Item usage: 10,729
 - Computer usage: 541 (ADPL) and 46 (SCL)
- State Librarian Mary Soucie will visit our libraries Friday, November 18
- Staff meeting – discussed Talking Books program and visit from State Librarian
- 3D printer has arrived
- Online class starting in January to help patrons navigate digital resources – Jennifer Senger

NEXT BOARD MEETING

Next regular board meeting Wednesday, December 14, 2022, 3:30 pm, ADPL.

ADJOURNMENT

Pam motioned to adjourn the meeting at 4:37 pm.

Respectfully submitted,

Jill Pfaff