

**Minutes of the James River Valley Library System Board of Directors
Library Board Meeting
Wednesday, January 12, 2022**

Board members present were Jay Nitschke (arrived at 3:40 pm), Pam Phillips, Char Freeberg, Emaline Roorda, Joan Morris, Gail Martin, Robert Hoekstra, and City Ex-Officio David Schloegel. Also present were Library Director Joe Rector, Assistant Director Jill Pfaff, and Friends of JRVLS board member Bill Kennedy.

Pam called the meeting to order at 3:33 pm.

APPROVAL OF THE MINUTES

Gail made a motion to accept the December 8 and December 16 minutes, seconded by Emmy. 5 ayes, 1 nay (Morris). 1 absent. Motion carried.

FINANCIALS

Joe gave the financial report for the month of December.

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

Joe informed the board Jill will now be doing the auto pay summary when she reconciles the bank statement.

Gail made a motion to approve the bills to be paid, the payroll as paid, and auto pay as paid, seconded by Robert. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

CHECK AUTHORIZATION FOR FUND BALANCE POLICY SAVINGS

Joe requested check authorization for fund balance policy savings', this would replace check #9261 due to 0% interest.

Gail made a motion to set up a new bookmobile CD with Unison Bank in the amount of \$60,000 for 5 years at .85% interest or higher, with Pam, Emmy, and Joe as signers on the CD; seconded by Robert. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

SPACE NEEDS STUDY PUBLIC MEETING

Joe informed the board the space needs study public meeting will be held Thursday, February 17, 6-8 pm.

COVID PHASE 3 PLAN UPDATE

Robert made a motion to approve the Phase 3 plan update as presented by Joe, seconded by Jay. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

HOOPLA 2022

As requested by the library board, Joe solicited feedback from other ND libraries who already use Hoopla. Joe reviewed those responses with the library board. He informed the board that he plans to bring a revised budget to show where the library intends to get the money to pay for the service.

DIRECTOR REQUEST

Joe requested a board resolution discarding the evaluations from Joan and Gail as too fundamentally flawed to be applicable or useful going forward.

Gail made a motion to attach the evaluations and Joe's reply to the January 12 meeting minutes, seconded by Joan. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

Char made a motion that the library board endorses the reply presented by Joe at this meeting, as recently attached, to the January minutes; seconded by Jay. Roll call vote showed 4 ayes, 2 nays (Martin and Morris). 1 present (Hoekstra). 0 absent. Motion carried.

ELECTION OF BOARD OFFICERS

Jay nominated Pam Phillips as President, seconded by Gail. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

Gail nominated Robert Hoekstra as Vice President, seconded by Emmy. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

Gail made a motion to re-appoint Char Freeberg as Secretary and Emmy as Treasurer, seconded by Robert. Unanimous aye. 0 absent. Motion carried.

REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of December
 - Patron count 3,322
 - 2021 patron count 35,572
 - 2021 Patron cards 6,919
 - 2021 web visits 26,201
 - December item usage 5,680
 - 2021 item usage 70,739
- Meeting room cabinets have been completed and paid for by a generous donation to the Friends.
- Library of Things cabinets have been completed and paid for by the Friends
- Library of Things Lending Policy and Borrowing Agreement coming
 - Library board requested Joe provide the e-mail to the board showing the insurance carriers agreement doesn't require a further attachment for the Library of Things
- Audit coming in January

NEXT BOARD MEETING

The next board meeting is Wednesday, February 9, 2022, 3:30 pm, ADPL.

ADJOURNMENT

Pam adjourned the meeting at 5:05 pm.

Respectfully submitted,

Jill Pfaff

The following documents of Director Joe Rector's 2021 Performance Evaluation and his appeal (with documentation) are attached to the January 12, 2022, minutes of the Library Board as directed in the minutes, which read as follows:

Joe requested a board resolution discarding the evaluations from Joan and Gail as too fundamentally flawed to be applicable or useful going forward.

Gail made a motion to attach the evaluations and Joe's reply to the January 12 meeting minutes, seconded by Joan. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

Char made a motion that the library board endorses the reply presented by Joe at this meeting, as recently attached, to the January minutes; seconded by Jay. Roll call vote showed 4 ayes, 2 nays (Martin and Morris). 1 present (Hoekstra). 0 absent. Motion carried.

James River Valley Library System Performance Review: Library Director

Our mission: To inform, enrich, and empower our community

The Executive Director has overall responsibility for all aspects of library operation and service. The Director serves under the direction and supervision of the Joint Library Board, and the Director is responsible for implementing the vision, policies, and decisions established by the Board. The work requires professional skill, initiative, and independent judgment.

Rating Terms

- Needs Improvement: Area in which growth is needed
 Effective: Area of solid professional competency in which director meets the library board's performance expectations
 Exceptional: Area of outstanding professional performance
 NA: Not applicable or not observed

Relationships with the Library Board

- | | | | | | | | | | |
|----|--|-----|-------------------|-------------------------------------|-----------|-------------------------------------|-------------|-----|----|
| 1. | Communication with the library board | ___ | Needs Improvement | ___ | Effective | ___ | Exceptional | ___ | NA |
| | | | | <input checked="" type="checkbox"/> | | | | | |
| 2. | Quality of librarian reports to the board and to other government entities | ___ | Needs Improvement | ___ | Effective | ___ | Exceptional | ___ | NA |
| | | | | | | <input checked="" type="checkbox"/> | | | |
| 3. | Effective preparation and management of the library budget | ___ | Needs Improvement | ___ | Effective | ___ | Exceptional | ___ | NA |
| | | | | | | <input checked="" type="checkbox"/> | | | |
| 4. | Strong management of the library budget | ___ | Needs Improvement | ___ | Effective | ___ | Exceptional | ___ | NA |
| | | | | | | <input checked="" type="checkbox"/> | | | |
| 5. | Proactive and beneficial policy recommendations | ___ | Needs Improvement | ___ | Effective | ___ | Exceptional | ___ | NA |
| | | | | <input checked="" type="checkbox"/> | | | | | |
| 6. | Demonstrates strong initiative in working with the library board | ___ | Needs Improvement | ___ | Effective | ___ | Exceptional | ___ | NA |
| | | | | <input checked="" type="checkbox"/> | | | | | |
| 7. | Equitable administration, interpretation, and enforcement of library policies and procedures | ___ | Needs Improvement | ___ | Effective | ___ | Exceptional | ___ | NA |
| | | | | <input checked="" type="checkbox"/> | | | | | |

8. Solid decision-making skills and judgment
 Needs Improvement Effective Exceptional NA

Comments:

He is effective with decision making but not aggressive sometimes with decision making.

Relationships with Library Staff

9. Effective management of staffing decisions regarding hiring, discipline, and dismissal
 Needs Improvement Effective Exceptional NA
10. Establishment, communication, and enforcement of library policies
 Needs Improvement Effective Exceptional NA
11. Delegation of authority to subordinates as appropriate
 Needs Improvement Effective Exceptional NA
12. Coordination of staff training
 Needs Improvement Effective Exceptional NA
13. Handles complaints & grievances effectively
 Needs Improvement Effective Exceptional NA
14. Conducts regular staff meetings
 Needs Improvement Effective Exceptional NA
15. Obtains staff input for policy and procedural changes
 Needs Improvement Effective Exceptional NA

Comments:

Has good rapport with staff & seems to work well with all.

Relationships with Community

16. Provides strong leadership in provision of patron service aligning with the JRVLS mission, goals, and vision as expressed in the Policy Manual
 Needs Improvement Effective Exceptional NA
17. Articulates and implements the vision of the library board for the future of James River Valley Library System
 Needs Improvement Effective Exceptional NA
18. Interacts in a positive manner with members of the community
 Needs Improvement Effective Exceptional NA
19. Effectively supervises maintenance of library buildings & grounds, as well as the bookmobile
 Needs Improvement Effective Exceptional NA
20. Obtains quality materials for the library consistent with the collection development policy
 Needs Improvement Effective Exceptional NA
21. Conducts collection weeding on a regular basis
 Needs Improvement Effective Exceptional NA
22. Provides cross-training for staff to enhance public service
 Needs Improvement Effective Exceptional NA
23. Promotes strong coordination among the library board, staff, and Friends of the Library
 Needs Improvement Effective Exceptional NA

Comments:

Needs to do better to sell the project goals of library - Not easy to do and know his been trying -

Rated by:

Emaline Rood

Date:

12/8/21

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| 3. | Effective preparation and management of the library budget | ___ | Needs Improvement | ___ | Effective | <input checked="" type="checkbox"/> | Exceptional | ___ | NA |
| 4. | Strong management of the library budget | ___ | Needs Improvement | ___ | Effective | <input checked="" type="checkbox"/> | Exceptional | ___ | NA |
| 5. | Proactive and beneficial policy recommendations | ___ | Needs Improvement | <input checked="" type="checkbox"/> | Effective | <input checked="" type="checkbox"/> | Exceptional | ___ | NA |
| 6. | Demonstrates strong initiative in working with the library board | ___ | Needs Improvement | <input checked="" type="checkbox"/> | Effective | <input checked="" type="checkbox"/> | Exceptional | ___ | NA |
| 7. | Equitable administration, interpretation, and enforcement of library policies and procedures | ___ | Needs Improvement | <input checked="" type="checkbox"/> | Effective | <input checked="" type="checkbox"/> | Exceptional | ___ | NA |

8. Solid decision-making skills and judgment
 Needs Improvement Effective Exceptional NA

Comments:

Does a great job

Relationships with Library Staff

9. Effective management of staffing decisions regarding hiring, discipline, and dismissal
 Needs Improvement Effective Exceptional NA

10. Establishment, communication, and enforcement of library policies
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 Needs Improvement Effective Exceptional NA

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Comments:

Relationships with Community

- 16. Provides strong leadership in provision of patron service aligning with the JRVLS mission, goals, and vision as expressed in the Policy Manual
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- 22. Provides cross-training for staff to enhance public service
___ Needs Improvement Effective ___ Exceptional ___ NA
- 23. Promotes strong coordination among the library board, staff, and Friends of the Library
___ Needs Improvement Effective ___ Exceptional ___ NA

Comments:

Rated by: Jay Kerketta
Date: 12-2-

James River Valley Library System Performance Review: Library Director

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Exceptional: Area of outstanding professional performance
NA: Not applicable or not observed

Relationships with the Library Board

1. Communication with the library Board
 Needs Improvement Effective Exceptional NA
2. Quality of librarian reports to the Board and to other government entities
 Needs Improvement Effective Exceptional NA
3. Effective preparation and management of the library budget
 Needs Improvement Effective Exceptional NA
4. Strong management of the library budget
 Needs Improvement Effective Exceptional NA
5. Proactive and beneficial policy recommendations
 Needs Improvement Effective Exceptional NA
6. Demonstrates strong initiative in working with the library Board
 Needs Improvement Effective Exceptional NA
7. Equitable administration, interpretation, and enforcement of library policies and procedures
 Needs Improvement Effective Exceptional NA

8. Solid decision-making skills and judgment
 Needs Improvement Effective Exceptional NA

Comments:

It appears that the Director is used to having a compliant Board that does not question his decisions. The Director does not respond well to questions and comments that do not support his vision or actions.

I am very concerned that the Board is not receiving all relevant information. Example: The Board has not discussed the City of Jamestown's stipulation on the building fund accrual that the future of Alfred Dickey Library building be assured. This information should also be given to the Building Committee, so that they are aware that in addition to planning for future library needs, they need to address the disposition of the Alfred Dickey library building, if that does not fit into the final library plans. The disposition of the Alfred Dickey library building may add additional sums to the taxpayer-funded expansion needs.

I continue to be concerned that the Director is ignoring the 2008 vote of the Stutsman County residents regarding library consolidation and continues to waste tax payer funds with duplicate services ten blocks away from each other.

I was very surprised that there appeared to be a lack of planning regarding covid shut down procedures... when the library was shut down in October, it was for almost a week. When asked about procedures in September, the Director indicated that they had plans in place. It appeared that there was a lack of public communication regarding the shutdown, lack of urgency to reopen as "vital" government services at the Alfred Dickey library, where 99% of the patrons visit. I am also concerned that the Board did not ensure that adequate covid shut down procedures were in place.

Relationships with Library Staff

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11. Delegation of authority to subordinates as appropriate
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12. Coordination of staff training
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13. Handles complaints & grievances effectively
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14. Conducts regular staff meetings
 Needs Improvement Effective Exceptional NA

15. Obtains staff input for policy and procedural changes
 Needs Improvement Effective Exceptional NA

Comments:

Unable to comment regarding specific staff interaction. However, it seems at time that the staff is managed by consensus (polling of the staff), rather than executive decisions. Polling of the staff is great for many items, but at times, a manager needs to make the decision based upon the best interest of the library, rather than the staff wants and needs.

Relationships with Community

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 Needs Improvement Effective Exceptional NA

Comments:

The Director appears to believe that all funding decisions should not be questioned by the funding sources, such as the City and County (who supply the majority of taxpayers funds to the library). The Director's action concerning the summer 2021 budget discussions were very concerning:

1. Indicating to the general public and others that the library Board had been “summoned” to a county meeting for budget discussions. The county is supplying a large amount of taxpayer funds and has a responsibility to ensure that these funds are being spent wisely. It is the role of the county commission to question ALL uses of county taxpayer funds. Funded agencies are routinely asked to appear before the county commission. If fact, two other agencies were asked to visit with the county commission in July 2021.
2. Personal verbal attacks against a Stutsman County Commission member.
3. Indicating to Stutsman County Commission members that he and a Board member were not the source of misinformation concerning the viability of the bookmobile services. The Director and the Board member participated in a “Let’s Talk About It” radio interview in July 2021 where the interviewer stated on numerous occasions that book mobile services would be cut if the Stutsman County Commission cut the library’s budget. At no time during the interview did the Director or Board member correct the interviewer, thus leading to misinformation concerning the book mobile funding and operations.

My major concern about these activities is that in the near future the library will be asking the general public for substantial funds for the library building/remodeling. Given that the vast majority of Stutsman County residents do not hold a library card, this campaign will be intense and will call for accurate, factual presentations. I believe the director needs to refine his communication skills so that he is able to accept conflicting views and address these in a business-like manner: not resorting to personal insults and spreading of misinformation.

Rated by:

J. Dean Myers

Date:

12 Jan 2022

Optional Self-Evaluation for Director

Our mission: To inform, enrich, and empower our community

Please attach your answers on a separate sheet.

1. What are your most important work-related accomplishments of this past year?
2. What were your greatest challenges of this past year?
3. What new goals do you have for the coming year?
4. What can the library Board do to help you achieve your performance goals for the coming year?
5. Do you have any other input that you would like us to consider as part of your performance review?

James River Valley Library System Performance Review: Library Director

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Relationships with the Library Board

1. Communication with the library board
X___ Needs Improvement ___ Effective ___ Exceptional ___ NA
2. Quality of librarian reports to the board and to other government entities
___ Needs Improvement ___X Effective ___ Exceptional ___ NA
3. Effective preparation and management of the library budget
___ Needs Improvement ___X Effective ___ Exceptional ___ NA
4. Strong management of the library budget
___ Needs Improvement ___X Effective ___ Exceptional ___ NA
5. Proactive and beneficial policy recommendations
___ Needs Improvement ___X Effective ___ Exceptional ___ NA
6. Demonstrates strong initiative in working with the library board
___X Needs Improvement ___ Effective ___ Exceptional ___ NA
7. Equitable administration, interpretation, and enforcement of library policies and procedures
___X Needs Improvement ___ Effective ___ Exceptional ___ NA

8. Solid decision-making skills and judgment
 Needs Improvement Effective Exceptional NA

Comments:

Having only been on the board for approximately 10 months.....my observations are:

1. Joe does a good job communicating with the board regarding monthly meeting info and agenda related items.
2. He appears to have a handle on the budget, however, does need to implement a secondary control process over the bill paying, check writing and checkbook balancing process.
3. He does not appear to have a strong initiative to work with the board when they disagree with him and in fact, does not seem to welcome any opinion other than his own.
4. The fact that he put together a building committee prior to the space needs assessment was a waste of several people's time.
5. He continues to feel that a small survey of people that want to keep Alfred Dickey open trumps the 2008 vote to consolidate the two libraries where the county by 66% and the city by 75% voted to do just that.
6. I am also very concerned that at a County Commission meeting as well as in his own words in his self-evaluation, Joe has expressed concern over his job being threatened. Why does disagreement with the board equal "job being threatened"? As a board member attending all of the meetings, this type of discussion never took place. We need, as a board, to be able to communicate disagreements with the director without him feeling threatened.

Relationships with Library Staff

9. Effective management of staffing decisions regarding hiring, discipline, and dismissal
 Needs Improvement Effective Exceptional NA
10. Establishment, communication, and enforcement of library policies
 Needs Improvement Effective Exceptional NA
11. Delegation of authority to subordinates as appropriate
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13. Handles complaints & grievances effectively
 Needs Improvement Effective Exceptional NA

14. Conducts regular staff meetings
 Needs Improvement Effective Exceptional NA
15. Obtains staff input for policy and procedural changes
 Needs Improvement Effective Exceptional NA

Comments:

Having only been on the board for a few months, I am not sure that all of the above are being handled appropriately. At times, I do feel that Joe as the Executive Director needs to just make the decisions and communicate them to staff.....not look for input on everything.

Relationships with Community

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 Needs Improvement Effective Exceptional NA
23. Promotes strong coordination among the library board, staff, and Friends of the Library
 Needs Improvement Effective Exceptional NA

Comments:

Joe does a nice job of communicating on a regular basis with the local radio station. He has managed the process for updating the website which appears to be greatly improved. I am struggling with an Executive Director that takes any challenge by board members so personally and appears to disregard the vote of the people on the library consolidation. I am also concerned as to the management of the library during the recent COVID outbreak. The number of days Alfred Dickey was closed vs closing the Stutsman County library and bringing the staff over to Alfred Dickey to get that facility open more quickly.

Rated by:

Geil Martin

Date:

1/12/22

Optional Self-Evaluation for Director

Our mission: To inform, enrich, and empower our community

Please attach your answers on a separate sheet.

1. What are your most important work-related accomplishments of this past year?
2. What were your greatest challenges of this past year?
3. What new goals do you have for the coming year?
4. What can the library board do to help you achieve your performance goals for the coming year?
5. Do you have any other input that you would like us to consider as part of your performance review?

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Relationships with the Library Board

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|----|--|-----|-------------------|-----|-----------|-------------------------------------|-------------|-----|----|
| 1. | Communication with the library board | ___ | Needs Improvement | ___ | Effective | <input checked="" type="checkbox"/> | Exceptional | ___ | NA |
| 2. | Quality of librarian reports to the board and to other government entities | ___ | Needs Improvement | ___ | Effective | <input checked="" type="checkbox"/> | Exceptional | ___ | NA |
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| 5. | Proactive and beneficial policy recommendations | ___ | Needs Improvement | ___ | Effective | <input checked="" type="checkbox"/> | Exceptional | ___ | NA |
| 6. | Demonstrates strong initiative in working with the library board | ___ | Needs Improvement | ___ | Effective | <input checked="" type="checkbox"/> | Exceptional | ___ | NA |
| 7. | Equitable administration, interpretation, and enforcement of library policies and procedures | ___ | Needs Improvement | ___ | Effective | <input checked="" type="checkbox"/> | Exceptional | ___ | NA |

8. Solid decision-making skills and judgment
 Needs Improvement Effective Exceptional NA

Comments:

Joe gets along well with all, but 2 new board members. They disagree with almost everything said.

Relationships with Library Staff

9. Effective management of staffing decisions regarding hiring, discipline, and dismissal
 Needs Improvement Effective Exceptional NA

10. Establishment, communication, and enforcement of library policies
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 Needs Improvement Effective Exceptional NA

14. Conducts regular staff meetings
 Needs Improvement Effective Exceptional NA

15. Obtains staff input for policy and procedural changes
 Needs Improvement Effective Exceptional NA

Comments:

Joe works well with the staff in most instances

Relationships with Community

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- 22. Provides cross-training for staff to enhance public service
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- 23. Promotes strong coordination among the library board, staff, and Friends of the Library
___ Needs Improvement ___ Effective Exceptional ___ NA

Comments:

Joe is going out into the community more every year. He talks about the library to different organizations.

Rated by:

Charlotte Freedy

Date:

2-9-22

Optional Self-Evaluation for Director

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| 1. | Communication with the library board | ___ | Needs Improvement | ___ | Effective | <input checked="" type="checkbox"/> | Exceptional | ___ | NA |
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8. Solid decision-making skills and judgment
___ Needs Improvement ___ Effective X Exceptional ___ NA

Comments:

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14. Conducts regular staff meetings
___ Needs Improvement ___ Effective X Exceptional ___ NA

15. Obtains staff input for policy and procedural changes
___ Needs Improvement ___ Effective X Exceptional ___ NA

Comments:

Relationships with Community

- 16. Provides strong leadership in provision of patron service aligning with the JRVLS mission, goals, and vision as expressed in the Policy Manual
___ Needs Improvement ___ Effective X Exceptional ___ NA
- 17. Articulates and implements the vision of the library board for the future of James River Valley Library System
___ Needs Improvement ___ Effective X Exceptional ___ NA
- 18. Interacts in a positive manner with members of the community
___ Needs Improvement ___ Effective X Exceptional ___ NA
- 19. Effectively supervises maintenance of library buildings & grounds, as well as the bookmobile
___ Needs Improvement ___ Effective X Exceptional ___ NA
- 20. Obtains quality materials for the library consistent with the collection development policy
___ Needs Improvement ___ Effective X Exceptional ___ NA
- 21. Conducts collection weeding on a regular basis
___ Needs Improvement ___ Effective X Exceptional ___ NA
- 22. Provides cross-training for staff to enhance public service
___ Needs Improvement ___ Effective X Exceptional ___ NA
- 23. Promotes strong coordination among the library board, staff, and Friends of the Library
___ Needs Improvement ___ Effective X Exceptional ___ NA

Comments:

Rated by: Paula K. Hill
Date: 2/9/2022 *replacement of orig*

Optional Self-Evaluation for Director

Our mission: To inform, enrich, and empower our community

Please attach your answers on a separate sheet.

1. What are your most important work-related accomplishments of this past year?
2. What were your greatest challenges of this past year?
3. What new goals do you have for the coming year?
4. What can the library board do to help you achieve your performance goals for the coming year?
5. Do you have any other input that you would like us to consider as part of your performance review?

Reply to Director Performance Evaluation 2021

I need to respectfully follow up my performance evaluation from December 8, 2021, with a few comments. I appreciate much of the feedback I received, and I will seek to grow in my job as needed. Unfortunately, the evaluations presented by Joan and Gail are inaccurate in many points.

In addition, both Joan and Gail laid much of the blame for my allegedly poor performance at the feet of the Library Board, which, if true, is exculpatory for me.

Here are some of the inaccuracies in the reviews of Joan and Gail, followed by my answers:

- I am accused of failure to communicate the letter of support from the City Council to the Library Board (Joan)
 - I e-mailed the letter of support to the Board on Jan. 8, 2021, and presented the letter at the Board Meeting on Jan. 11, 2021 (see Jan. minutes)
- I am accused of establishing the Building Committee too soon (Gail)
 - I was instructed by vote of the Board to establish the Building Committee, and I did it promptly as directed (see Feb. minutes)
- I am accused of false testimony to the County Commission (Joan)
 - A radio interviewer made some assumptions that neither Board Member Pam Phillips nor I pushed back on because we didn't know the extent of budget cuts, and we couldn't speculate as to what the Board would decide regarding the impact of those cuts upon bookmobile service
 - Thus, my testimony to the Commission was correct: The Library didn't engage in bookmobile fearmongering; however, people were understandably worried by having the existence for SCL questioned
- I am accused of ignoring the will of the voters from 2008 (Joan & Gail)
 - The voters literally voted the following in 2008: "Shall Stutsman County establish and maintain joint library services with Jamestown City?" (see photocopy)
 - Nothing in the voted measure speaks to "one library or two"
- I am accused of falsely stating on my self-evaluation that my job was threatened after a disagreement about property (Gail)
 - See the May minutes for the property discussion
 - Immediately after the May Board meeting, Joan and Gail asked Board President Jay Nitschke out for a drink at Jonny B's
 - That meeting is where my job was threatened

- o Jay told me she said, "Joe is the finest person to lead [the library] into the future" – for which I'm thankful

As I've shown, a number of statements made by Joan and Gail in my performance evaluation are both inaccurate and damaging to my professional reputation. There are other comments that I could also challenge, but these should suffice.

Joan and Gail both acknowledged that their evaluations focused not just on me, but on the Library Board. In fact, Joan mentioned the Library Board or a board member negatively 3 times in the written evaluation. Joan and Gail then criticized the Library Board (or a member) at least four times in the ensuing discussion (see Dec. minutes).

I believe much of the negativity in these evaluations actually comes from my faithfulness in following the will of the majority on the Library Board. So I must ask, who was being evaluated—me or the Board? If the Board was being evaluated, then I've been wronged, and the Board needs to make it right.

What would happen if I gave a negative performance evaluation to a library employee, and in that evaluation, I acknowledged I didn't provide them with proper direction? What if I also stated that I was critiquing myself as well as the employee? Then suppose some of my specific criticisms of the employee were easily refuted. What would be the result?

This hypothetical is analogous to what happened in my evaluation. I was told that the Board hadn't provided me proper direction (Gail) and that the Board was also being criticized in my evaluation (Joan). On top of that, many of the explanatory comments are inaccurate. So what is the remedy?

I respectfully request a board resolution discarding the evaluations from Joan and Gail as too fundamentally flawed to be applicable or useful going forward.

Thank you for your consideration.

 1/12/22

**Minutes of the James River Valley Library System Board of Directors
Library Board Special Meeting
Monday, January 11, 2021**

Board members present were Lynn Krueger, Char Freeberg, Joan Morris, Jay Nitschke, Emaline Roorda, and Pam Phillips. Absent were Carolgene Wolf and City Ex-Officio David Schloegel. Also present were Library Director Joe Rector and Assistant Director Jill Pfaff.

Lynn called the meeting to order at 3:33 pm.

BOARD TRANSITIONS

Lynn Krueger resigned from the Library Board. Pam Phillips has been appointed by the County to replace Ilana Xinos. Commissioner Joan Morris has been appointed by the County to replace Ramone Gumke.

Lynn left at 3:36 pm.

NEW MEMBER ORIENTATIONS

The board decided by consensus to conduct the New Member Orientation at a future meeting.

NEW DAYS FOR REGULAR BOARD MEETINGS

The board decided by consensus to hold the regular board meetings on the 2nd Wednesday of every month at 3:30 pm, ADPL.

ELECTION OF NEW BOARD PRESIDENT AND OFFICERS

Emmy made a motion to appoint Jay Nitschke as President, seconded by Pam. Roll call vote showed 4 ayes, 0 nays. 1 abstain. 1 absent. Motion carried.

Emmy made a motion to appoint Pam Phillips as Vice President, seconded by Jay. Roll call vote showed 5 ayes, 0 nays. 1 absent. Motion carried.

Jay made a motion to reappoint Char Freeberg as Secretary, seconded by Emmy. Roll call vote showed 5 ayes, 0 nays. 1 absent. Motion carried.

MINUTES

Char made a motion to approve the December 14 minutes, seconded by Pam. Unanimous aye. Motion carried.

FINANCIALS

Joe gave the financial report. Joe noted that the library has received \$1,500 in donations for the Centennial Fund and these donations have been deposited in the Centennial Initiative Construction account.

WINDSTREAM BILLS

Joe informed the board that future Windstream bills will be paid by direct payment.

DECEMBER 21 – JANUARY 1 PAYROLL PAID AT 2020 RATE

A question was brought to the board regarding whether under our policy, the last payroll (Dec. 21 – Jan. 1) was processed correctly; the board decided that 2021 raises did not take effect until January 4, meaning that the payroll was processed correctly.

BILLS TO BE PAID AND PAYROLL AS PAID

Pam made a motion to approve the bills to be paid and the payroll as paid, seconded by Char. Roll call voted showed 5 ayes, 0 nays. 1 absent. Motion carried.

LETTER OF SUPPORT

Joe shared a letter of support from the City of Jamestown commending the library for saving money toward the purchase of property for a library facility that would replace SCL and operate in conjunction with ADPL.

RETURNING TO PHASE 2 PLAN

Emmy made a motion to return to Phase 2 of the Library Reopening plan on January 25, 2021, as long as there isn't a spike in COVID-19 cases, which would be determined by the governor; seconded by Jay. Roll call vote showed 5 ayes, 0 nays. 1 absent. Motion carried.

SCL RENOVATION UPDATE

Joe reported that the SCL renovation is coming along nicely. He said that they are currently working with Troy Gunderson on pictures for SCL. Joe is now waiting on carpet bids to replace the carpeting.

LIBRARIES OF THINGS CABINETS FOR SCL

Pam made a motion to accept the S&S Cabinets bid for 2 cabinets for the Libraries of Things, seconded by Char. Roll call vote showed 5 ayes, 0 nays. 1 absent. Motion carried.

REPORT OF THE LIBRARY DIRECTOR

Joe reviewed the following items in his report:

- Statistics were presented for December
- Staff meeting: Joe and staff had a brainstorming session for Programming and Outreach as part of the Strategic Plan
- Audit coming in January
- Reminder to send in any Director's evaluations that haven't been sent in yet

NEXT BOARD MEETING

The next board meeting is Wednesday, February 10, 2021, 3:30 pm, via Zoom.

ADJOURNMENT

Jay adjourned the meeting at 4:43 pm.

Respectfully submitted,

Jill Pfaff

**Minutes of the James River Valley Library System Board of Directors
Library Board Meeting
Wednesday, February 10, 2021**

Board members present were Jay Nitschke, Char Freeberg, Pam Phillips, Joan Morris, Emaline Roorda, and City Ex-Officio David Schloegel. Absent was Carolgene Wolf. Also present were Library Director Joe Rector, Assistant Director Jill Pfaff, and Friends of JRVLS Treasurer Katie Webster.

Jay called the meeting to order at 3:33 pm.

MINUTES

Pam made a motion to approve the January 11 minutes, seconded by Char. Unanimous aye. Motion carried.

FINANCIALS

Joe gave the financial report for January 2021.

BILLS TO BE PAID AND PAYROLL AS PAID

Emmy made a motion to approve the bills to be paid and the payroll as paid, seconded by Pam. Roll call voted showed 5 ayes, 0 nays. 1 absent. Motion carried.

VERIZON AND CENTURY LINK BILLS

Joe informed the board that future Verizon and Century Link bills will be paid by direct payment.

AUTOPAY

Joe informed the board that auto pay will be coming for heating and electrical utilities.

BANK STATEMENTS

Joe will be including bank statements in the monthly board information to show auto payments.

BUDGET UPDATE

Pam made a motion to accept the revised budget as explained by Joe, seconded by Char. Roll call vote showed 5 ayes, 0 nays. 1 absent. Motion carried.

FUND BALANCE SAVINGS

Pam made a motion to retain the fund balance savings in the library checking account as per the description included with the revised budget, seconded by Emmy. Roll call vote showed 5 ayes, 0 nays. 1 absent.

PREAUTHORIZATION OF PAYROLL HOURS AND POSTAGE

Pam made a motion to preauthorize payroll hours and postage, seconded by Char. Roll call vote showed 5 ayes, 0 nays. 1 absent. Motion carried.

JLG ARCHITECTS PROPOSAL

Char made a motion to accept JLG Architects proposal. Motion failed due to lack of a second.

LIBRARY BUILDING COMMITTEE

Joan made a motion to have Joe form a building/construction committee to study possible relocation of Stutsman County Library, seconded by Pam. Roll call vote showed 5 ayes, 0 nays. 1 absent. Motion carried.

CARPET FOR SCL

Emmy made a motion to accept Home Design Center's bid for carpet at SCL, seconded by Joan. Roll call vote showed 5 ayes, 0 nays. 1 absent. Motion carried.

BUSINESS PLAN DRAFT

Joe shared with the library board the business plan draft he is working on.

REPORT OF THE FRIENDS OF THE LIBRARY

Katie reported that the Friends of the Library are moving forward with new members. They have been talking about selling bags as a fundraiser. They are currently working on the fundraising letter with Joe. Joe said that Kennedy Consulting will be working with Joe, Jill, and Katie to help with the fundraising letter as pre-approved by the Library Board.

REPORT OF THE LIBRARY DIRECTOR

Joe reviewed the following items in his report:

- Statistics were presented for January
- Joe shared thanks from a new member of our community
- Joe to give library update at the County Commission meeting Tuesday, February 16
- Joe will have radio interviews with Warren Abrahamson on a monthly basis
- Meeting room AV project update
- Another donation in memory of Madeline C. Bellows for 3D printer and cabinetry at ADPL
- A new logo will be presented to the board for approval at an upcoming meeting
- Nichole Greshik reported on the current status of the Library of Things

NEXT BOARD MEETING

The next board meeting is Wednesday, March 10, 2021, 3:30 pm, via Zoom.

ADJOURNMENT

Pam motioned to adjourn the meeting at 5:02 pm, seconded by Joan. Unanimous aye. Motion carried.

Respectfully submitted,

Jill Pfaff

5 DEPENDENT
PRECINCT AND
DISTRICT IN
RESIDE.

CITY OF JAMESTOWN ELECTION

PLEASE BALLOTS DEPENDING
UPON THE PRECINCT AND
LEGISLATIVE DISTRICT IN
WHICH YOU RESIDE.

STUTSMAN COUNTY, NORTH DAKOTA - NOVEMBER 4, 2008

GENERAL ELECTION BALLOT NOVEMBER 4, 2008

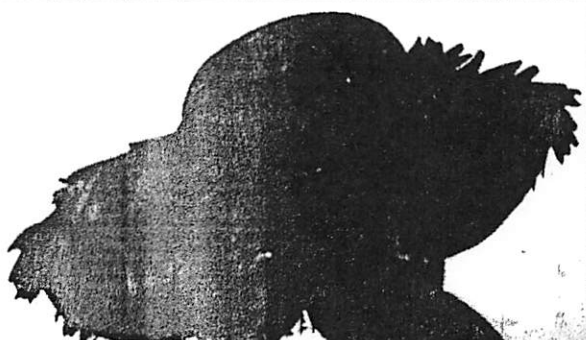
STATE OF NORTH DAKOTA	STUTSMAN COUNTY	Compensation Precinct
INSTRUCTIONS TO VOTER		
Vote for the candidate of your choice, you mark the oval () opposite the name of the candidate.		
Vote for a person whose name is not printed on the ballot, write that person's name in the space provided for that purpose and mark the oval () opposite the space.		
PARTY BALLOT		
President & Vice-President of the United States Vote for no more than ONE name	John Hoeven & Jack Dierreyple Republican Party DuWayne Hendrickson & Diana Brandenburg Provisioners Tim Mathers & Marie Boucher Democratic-NPL Party State Auditor Vote for no more than ONE name Robert R (Bob) Peterson Republican Party Daryl Spillich Democratic-NPL Party State Treasurer Vote for no more than ONE name Mitch Vance Democratic-NPL Party Kelly L. Schwedt Republican Party Insurance Commissioner Vote for no more than ONE name Adams Hamm Republican Party Jasper Schneider Democratic-NPL Party Public Service Commissioner Vote for no more than ONE name Cheryl Berglan Democratic-NPL Party Brian Kalk Republican Party State Senator 12th District Vote for no more than ONE name John Grabinger Democratic-NPL Party Dave Hedding Republican Party State Representative 12th District Vote for no more than TWO names Joe Kroeber Democratic-NPL Party Lyle Hanson Democratic-NPL Party Dallas Flavin Republican Party	NO-PARTY BALLOT To vote for the candidate of your choice, you must mark the oval () opposite the name of the candidate. To vote for a person whose name is not printed on the ballot, write that person's name in the blank space provided for that purpose and mark the oval () opposite the space provided. Superintendent of Public Instruction Vote for no more than ONE name Wayne G Senstead Justice of the Supreme Court Vote for no more than ONE name Mary Marling Justice of the Supreme Court Unexpired 4-Year Term Vote for no more than ONE name Daniel J Crothers Judge of the District Court Southeast Judicial District Judgeship Number 5 Unexpired 2-Year Term Vote for no more than ONE name Daniel D Herum County Commissioner Stutsmann County Vote for no more than TWO names Douglas Kaleer Randy Williams Mark T Kloze Superior, Soil Conservation District Vote for no more than ONE name Glorie S Jones VOTE BOTH SIDES All ballots, other than those used to vote absentee, must first be initialized by appropriate election officials in order to be counted. Official Ballot STUTSMAN COUNTY 9999-00 November 4, 2008 Initialed

GENERAL ELECTION BALLOT NOVEMBER 4, 2008

STATE OF NORTH DAKOTA	STUTSMAN COUNTY	Compensation Precinct
MEASURES BALLOT		
Initiated Statutory Measure No. 3 This initiated statutory measure would add seven new sections to the North Dakota Century Code and amend section 54-27-25. This measure would establish a tobacco prevention and control advisory committee and an executive committee develop and fund a comprehensive statewide tobacco prevention and control plan and create a tobacco prevention and control trust fund to receive tobacco settlement dollars to be administered by the executive committee. YES Means you approve the measure as summarized above. NO Means you reject the measure as summarized above.		
Constitutional Measure No. 1 (House Concurrent Resolution No. 3045, 2007 Session Laws, Ch. 584) This constitutional measure would add a new section to Article X of the North Dakota Constitution. This measure would establish a permanent of tax trust fund from oil and gas tax revenue exceeding one hundred million dollars per biennium, adjusted for inflation, interest earnings on the trust fund would be transferred to the general fund each year and no more than twenty percent of the principal of the trust fund could be spent each biennium, if approved by three-fourths of the members of both houses of the legislature. YES Means you approve the measure as summarized above. NO Means you reject the measure as summarized above.		
Initiated Statutory Measure No. 4 This initiated statutory measure would add two new sections to Title 65 of the North Dakota Century Code. This measure would provide for the appointment by the Governor of the director for the Workforce Safety and Insurance agency, the placement of its employees into the state personnel system and for the appointment of independent administrative law judges to conduct hearings and make final decisions. YES Means you approve the measure as summarized above. NO Means you reject the measure as summarized above.		
Initiated Statutory Measure No. 2 This initiated statutory measure would amend sections 57-38-30 and 57-38-30.3 of the North Dakota Century Code. This initiated measure would amend sections 57-38-30 and 57-38-30.3 of the North Dakota Century Code for tax years beginning after December 31, 2008 by lowering the state corporate income tax rates by fifteen percent and the adjusted state income tax rates by fifty percent, except for one taxpayer bracket where the reduction would be forty-five percent and for two other brackets where some income would not be taxed. YES Means you approve the measure as summarized above. NO Means you reject the measure as summarized above.		
County Measure 1 Shall Stutsmann County establish and maintain joint library services with Jamestown City? YES - A "Yes" vote means you approve establishing joint library services. NO - A "No" vote means you reject establishing joint library services.		
City Measure 1 Shall Jamestown City establish and maintain joint library services with Stutsmann County? YES - A "Yes" vote means you approve establishing joint library services. NO - A "No" vote means you reject establishing joint library services.		
VOTE BOTH SIDES		

Notice November 4, 2008
The County General Election is held on November 4, 2008. Public is invited to attend the election at the Stutsmann County Courthouse, one of three in and one District.

Relax...
We've got you covered!



CITY OF JAMESTOWN



NORTH DAKOTA

OFFICE OF MAYOR
102 THIRD AVENUE SOUTHEAST
JAMESTOWN, NORTH DAKOTA 58401

PHONE (701) 252-5900
FAX (701) 252-5903

January 4, 2021

Joe Rector, Director
James River Valley Library System
105 3rd Street SE
Jamestown, ND 58401

RE: Letter of Support

Dear Mr. Rector:

The James River Valley Library System wishes to plan for improvements/expansion of the library system. Possible options being researched include the possibility of a new second location to replace the current Stutsman County Library at 910 5th Street SE. We understand that plans do not include abandonment of the current historic Alfred Dickey Library location.

The library system has through sound management been able to operate with revenues in excess of expenses of about \$180,000 in 2019 and likely a surplus of about \$150,000 in 2020. The library's plan includes continuing to save up funds through management efficiencies so that funds would be available to purchase property for a new location. If an opportunity would present itself for the library to purchase property through the saved-up funds, they will first request authorization from the City and County. Knowing that with a bare ground purchase or a purchase of an existing structure, remodeling or building a library would be a major undertaking, this would not be done without authorization to proceed from the City and County.

The City of Jamestown is pleased to support the library's plan to begin saving up money for the future improvement and/or relocation of the Stutsman County Library with the understanding that this is not an authorization to proceed; but rather our support for the library's plan to save up money for possible expansion/relocation in the future.

We commend you and the library board for coming up with this thoughtful plan which comes with no request in increased tax support.

City of Jamestown, North Dakota

A handwritten signature in black ink that reads "Dwaine Heinrich". The signature is written in a cursive, flowing style.

Dwaine Heinrich, Mayor