

**Minutes of the James River Valley Library System Board of Directors  
Library Board Meeting  
Wednesday, August 10, 2022**

Board members present were Pam Phillips, Robert Hoekstra, Char Freeberg, Emmy Roorda, Gail Martin, Jackie Barnes, and City Ex-Officio David Schloegel via speaker phone. Also present were Library Director Joe Rector and Assistant Director Jill Pfaff. Absent was Joan Morris.

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

APPROVAL OF THE MINUTES

Robert made a motion to accept the July 13 and August 4 minutes, seconded by Char. Unanimous aye. Motion carried.

AUDIT REPORT

Linda Mohn with Schauer and Associates reviewed the audit report.

Robert made a motion to accept the audit report, seconded by Jackie. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

REMARKS FROM THE PRESIDENT

Pam reported that Joan Morris was not present for a reason. She said she spoke to Joan briefly earlier in the day with Deborah Denny present. Deborah is going to work with Pam, Joan, and Joe to resolve the issues at hand. Pam said Deborah is willing to work as a consultant on these issues at the rate of \$50 per hour.

Char made a motion to accept Deborah Denny's consulting proposal of \$50 per hour, seconded by Gail. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

FINANCIALS

Joe gave the financial report for the month of July.

Joe reported Stutsman County Library will not be receiving \$20,000 this year in state aid for public libraries due to a change in the formula for libraries reporting to the state.

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

Char made a motion to approve the bills to be paid, the payroll as paid, auto pay as paid, and \$1,122.77 Amazon EFT, seconded by Emmy. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

RETREAT FOLLOW-UP

Pam reported the real estate contract with Dardis expires September 30, 2022. A discussion with real estate agents is postponed due to time constraints.

Pam also informed the board the architect discussion will resume once a project has been decided upon.

REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of July
  - Patron count: 4,443
  - Patron cards: 7,113
  - Libby/Overdrive usage: 1,629
  - Hoopla usage: 696 uses for a total of \$1,350.61
  - Item usage: 7,549
  - Computer usage: (ADPL) and (SCL)

- Staff meeting
  - Review of Policy Manual
  - Discussion of the future of the library with Pam Phillips
- Jill reviewed the current and upcoming events at the library
  - Summer Reading Program for children, teens, and adults ends August 31.
  - Cookbook Club for adults
  - Book Club resumes next month
  - Adult craft program
  - Children’s programs
    - Pool noodle craft
    - St. John’s Academy storytime and craft
    - Buffalo Museum storytime and craft
    - Take and make craft
    - Tote bag craft for 9–13-year-olds
    - Family STEAM night
    - Bookmobile Story Stroll and STEAM activities in the parks and County routes
    - End of the year party for reading tutoring with Rebecca Nyberg
    - Storytime on Thursdays in August
    - Lego Club

CHILDREN’S LIBRARIAN PROMOTION AND RAISE REQUEST

Joe informed the board that he would like to promote Nichole Greshik to Children’s Librarian and requested a raise to compensate the promotion and duties.

Robert made a motion to approve a raise of \$5,000 for Nichole Greshik, seconded by Jackie. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

SICK LEAVE POLICY REVISION

Char made a motion to approve the requested addition of “The Director may also require a doctor’s note for sick leave where there is a pattern of absenteeism or excessive absenteeism.” to the sick leave policy, seconded by Emmy. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

REVIEW OF POLICY MANUAL

Joe reviewed the Policy Manual with the board. Attorney Abby Geroux was on hand for any questions the library board had.

Robert made a motion to approve the changes made to the Policy Manual, seconded by Jackie. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

NEXT BOARD MEETING

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

ADJOURNMENT

Emmy made a motion to adjourn the meeting at 4:52 pm.

Respectfully submitted,

Jill Pfaff