

**Minutes of the James River Valley Library System Board of Directors**  
**Library Board Meeting**  
**Wednesday, November 13, 2024**

Board members present were Emmy Roorda, Joan Morris, Gail Martin, Jackie Barnes, *City Ex-Officio* David Schloegel, Sarah Hellekson, Jessica Alonge, and Denise Waldie. Also present were Library Director Joe Rector, Assistant Director Jill Pfaff, and Technology Coordinator Jennifer Senger (via Zoom).

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

APPROVAL OF THE MINUTES

Sarah made a motion to accept the October 9 minutes, seconded by Gail. Unanimous aye. Motion carried.

FINANCIALS

Joe gave the financial report for the month of October.

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

Jackie made a motion to approve the bills to be paid, the payroll as paid, auto pay as paid, and \$2,330.49 Amazon EFT, seconded by Emmy.

CREDIT CARD

Jessica reported the library currently has a credit card account through FCCU with 3 authorized users and the library currently receives cash back rewards of 1%. Jessica suggested the library board consider adding a credit card policy. She also added because of the City's notice to withdraw from joint library agreement with the County, and the potential for two separate libraries and library boards, it wouldn't be in the best interest of the library to look at other credit card programs where the rewards are potentially higher.

AC UNIT INSTALLED

Joe reported the replacement AC unit has been installed at Alfred Dickey Library.

CAMERA UPDATE

Joe reported the new cameras have been installed and are working well; however, one camera at Stutsman County Library is defective, and CSI is working on a replacement.

HANDICAP DOOR UPDATE

Joe reported the new handicap door at Alfred Dickey Library has been installed. There will be some wall repair that will need to be done due to the difficult removal of the old door frame.

UPDATE AUTHORIZED SIGNERS

Jessica informed the board that in Joe's credit card research, it was discovered the signers on some of the library bank accounts are needing to be updated.

Joan made a motion to authorize that the signatures be updated for all James River Valley Library System financial accounts including CDs, with the requirement of dual authorization or dual signature, for First Community Credit Union accounts, Unison Bank accounts, Bank Forward accounts, US Bank accounts, and Gate City Bank accounts; and that authorized signers are Sarah Hellekson, Jessica Alonge,

Emaline Roorda, and Joseph Rector; 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 October
  - Patron count: 5,772
  - Patron cards: 8,282
  - Libby/Overdrive usage: 2,088
  - Hoopla usage: 478 uses for a total of \$1,103.81
  - Item usage: 8,793
  - Computer usage: 1,114 (ADPL) and 295 (SCL)
- Jill reported Crafternoon was a big success; and an estimated 250 people attended the event.
- Future program at Masonic Building TBD
- Programs at ADPL
  - Local Author Fair – Saturday, Nov. 16, noon-3 pm
  - Christmas program December 13
- Joe shared highlights from the October staff meeting

#### NEXT BOARD MEETING

Next regular board meeting Wednesday, Dec. 11, 2024, at 3:30 pm, ADPL.

#### ADJOURNMENT

Jessica adjourned the meeting at 4:06 pm.

Respectfully submitted,

Jill Pfaff