

**Minutes of the James River Valley Library System Board of Directors  
Library Board Meeting  
Wednesday, September 14, 2022**

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

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

APPROVAL OF THE MINUTES

Gail made a motion to accept the August 10 minutes, seconded by Char. Unanimous aye. Motion carried.

REMARKS FROM THE PRESIDENT

Pam explained to the board that she was attending the meeting via Zoom due to illness.

INTERVIEW REAL ESTATE AGENTS

Pam informed the board the interview of real estate agents has been postponed.

REVIEW OF RETREAT TIMELINE

Debora Denny reviewed the retreat timeline with the board. The next step in the timeline will be to hire a real estate agent to search for potential sites, then request reports from an architect to perform site studies.

DISCUSSION OF COUNTY COMMISSION SPECIAL MEETING OF AUGUST 5<sup>TH</sup>

Debora Denny invited members of the board, including Joe and Jill, to discuss what happened at the County Commission special meeting that was held on August 5<sup>th</sup>. Everyone took turns talking about the impact of what was discussed at the August 4<sup>th</sup> retreat, then what happened at the August 5<sup>th</sup> County Commission budget meeting.

OBSERVING PATRONS-ETHICAL CONSIDERATIONS

Joe requested the following statement be added to the Board Expectations & Conduct Agreement; "I will respect patrons' confidentiality and privacy with respect to their use of the library and its services."

Char made a motion to add the statement as presented by Joe to the Board Expectations & Conduct Agreement, seconded by Jackie. Roll call vote showed 5 ayes, 1 nay (Morris). 1 absent. Motion carried.

FINANCIALS

Joe gave the financial report for the month of August. He noted \$3,000 has been deposited into Hoopla for prepayment and \$79.33 in unclaimed property will be filed to the state of North Dakota.

NEW SECURITY SYSTEM FOR EACH LIBRARY

Joe informed the board a new security system has been installed at each library. This was due to the County discontinuing the use of the old system.

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 \$1,943.19 Amazon EFT, seconded by Emmy. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

FIELD OF INTEREST FUND AGREEMENT WITH JAMESTOWN COMMUNITY FOUNDATION

Char made a motion to accept the Field of Interest Fund Agreement with Jamestown Community Foundation, seconded by Jackie. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

### BUDGET ADJUSTMENTS

Char made a motion to accept the budget adjustments as presented by Joe, seconded by Gail. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

### FRIENDS OF JRVLS

Katie Webster reported the Friends' annual meeting will be September 20, 12 pm at ADPL and via Zoom. They will be discussing normal business along with new officer election and the fundraising letter.

### TREE IN FRONT OF ADPL

Joe informed the board the large tree in front of ADPL is pushing up the sidewalk around it and has created a potential tripping hazard. The City Forester would like to save the tree and has provided some ideas to fix the sidewalk without removing the tree.

### BOOKMOBILE DRIVER PROMOTION AND RAISE REQUEST

Joan made a motion to approve the raise request of \$14/hr for Tara Miller, seconded by Gail. Roll call voted showed 6 ayes, 0 nays. 1 absent. Motion carried.

### REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of August
  - Patron count: 4,756
  - Patron cards: 7,208
  - Libby/Overdrive usage: 1,618
  - Hoopla usage: 288 uses for a total of \$536.77
  - Item usage: 8,595
  - Computer usage: 527 (ADPL) and 140 (SCL)
- Staff meeting – reviewed personnel policies
- Attorney reviewing Personnel Policy suggested changes
- Professional development
  - Genealogy class-Tara
  - NDLA for Joe and Jill, Oct. 6 & 7
- Jill shared how to use the new button maker and told the board it has been very popular with the kids in the after school program.

### NEXT BOARD MEETING

Next regular board meeting Wednesday, October 12, 2022, 3:30 pm, ADPL.

### ADJOURNMENT

Gail made a motion to adjourn the meeting at 5:15 pm.

Respectfully submitted,

Jill Pfaff