Minutes of the James River Valley Library System Board of Directors
Library Board Meeting
Wednesday, October 14, 2026

Board members present were Jackie Barnes, David Schloegel, Denise Waldie, Amanda Hastings, Melissa Thury, Meranda Vetsch, and Kathy Burkle. Also present were Library Director Joe Rector, Assistant Director Jill Pfaff, and Technical Services Jennifer Senger.

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

APPROVAL OF THE MINUTES
Melissa made a motion to accept the September 9 minutes, seconded by Meranda. Unanimous aye. Motion carried.

FINANCIALS
Joe gave the financial report for the month of September.

Joe informed the library board that he plans to reach out to ABM to see if he can get a better rate for photo copier usage.

BILLS TO BE PAID, PAYROLL AS PAID, AUTO PAY AS PAID, AND AMAZON TO BE PAID
Amanda made a motion to approve the bills to be paid, the payroll as paid, auto pay as paid, and $4,664.37 Amazon EFT, seconded by Kathy. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

SPACE NEEDS STUDY UPDATE
Joe met with Debbie Joy of JLG Architects at the NDLA conference last week. Debbie is putting together a space needs study proposal for JRVLS. She would like to know when library board members would like to have a tour of the recently remodeled Moorhead library.

JAMESTOWN COMMUNITY FOUNDATION FUNDS
Joe shared a letter from Jamestown Community Foundation regarding the capping of funds at $50,000.

Amanda made a motion to respond by requesting a withdrawal requesting a withdraw of all JRVLS funds being held by Jamestown Community Foundation in the form of two checks one for each account, seconded by Meranda. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

CUT-OFF DATE FOR BOARD FINANCIALS
Joe requested an end-of-the-month cut-off date for financials in order to give a more precise financial report.

David made a motion to have a hard cut-off date at the end-of-the-month prior to the library board meeting, seconded by Kathy. Roll call vote showed 7 ayes, 0 nays. 0 absent.

STRATEGIC PLANNING
Amanda suggested a Strategic Plan and public survey. She will put together a plan that includes costs and a timeframe and bring the information to the next meeting.

PROJECT PROPOSALS

Joe has been working on obtaining bids for ADPL restrooms, ADPL retaining wall, and SCL sidewalks and concrete behind garage. He has received one bid and is waiting on a second bid.

WEBSITE ADA UPGRADE

Joe informed the library board that the current library website is not able to meet all the new ADA website requirements. Jennifer has been working on two proposals for a new website that will meet those requirements. She is waiting for one of them to send her a proposal and she will bring both to the next meeting.

JOINING ODIN

Jennifer and Joe discussed further exploring a new ILS system from the ODIN consortium. ODIN will integrate smoothly with both websites that are under consideration. ODIN is being used in many libraries in North Dakota and is a cost-share based service.

SECURITY CAMERAS AT BOTH LIBRARIES

Joe informed the board that he would like to add additional cameras around the library due to some concerning incidents.

Jennifer proposed nine additional cameras at Alfred Dickey Library and two additional cameras at Stutsman County Library. She provided a quote from CSI for equipment and installation. An estimate for electrical work is still coming, and it will cost several thousand.

Amanda made a motion to move forward with the installation of the securities cameras and for Joe and Meranda to sign a deposit check to CSI of $6000.00, seconded by Kathy. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

The deposit check was written during the meeting and signed at the end (check #11099).

NEW PHONE SYSTEM

Jennifer presented a quote for an updated phone system for both libraries.

Meranda made a motion to accept the quote from Dakota Central for a new phone system, seconded by Melissa. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

MEETING ROOM AV

Jennifer informed the board that the meeting room AV is no longer supported by the manufacturer, which has caused a variety of issues that are unable to be fixed. She presented a proposal for new AV equipment.

Melissa made a motion to accept the proposal for new AV equipment, seconded by Amanda. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

REFRESH SCL COLLECTION

Joe plans to refresh the collection at Stutsman County Library. He said he and other library staff will be going to Barnes and Noble to purchase new books in the near future.

WORK ROOM SHELVING, LIBRARIAN OFFICE DOOR, AND CHILDREN'S DESK

Joe informed the board that an estimate is coming for adding additional shelving in the workroom at ADPL, repairing his office door, replacing some shelving that is in disrepair, as well as a new children's circulation desk that would be ADA accessible for staff.

David suggested refreshing the Library of Things collection and surveying patrons to see what they would like to see added.

REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of September
    - Patron count: 5,493
    - Patron cards: 8,566
    - Libby/Overdrive usage: 2,294
    - Hoopla usage: 761 uses for a total of $1,782.30
    - Item usage: 7,377
    - Computer usage: 805 (ADPL) and 164 (SCL)
- Joe attended the NDLA conference last week
- North Dakota Book and Arts Festival had 812 attendees
- Crafternoon coming up October 23, 2-4pm
- Friends of JRVLS annual meeting will be October 20, 6 pm, ADPL

NEXT BOARD MEETING

Due to the Veterans Day holiday, Amanda made a motion to hold the next regular board meeting on Thursday, November 12, 2026, 3:30 pm, at ADPL; seconded by Meranda. Unanimous aye. Motion carried.

ADJOURNMENT

Jackie adjourned the meeting at 5:00 pm.

Respectfully submitted,

Jill Pfaff
Secretary