

Minutes of the James River Valley Library System Board of Directors
Library Board Meeting
Wednesday, December 8, 2021

Board members present were Jay Nitschke, Pam Phillips, Emaline Roorda, Joan Morris, Gail Martin, and Robert Hoekstra. Absent were City Ex-Officio David Schloegel and Char Freeberg. Also present were Library Director Joe Rector, Assistant Director Jill Pfaff, and Friends of JRVLS President Ashley Strukel (left at 5:00 pm).

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

WELCOME NEW BOARD MEMBER

The board welcomed new board member Robert Hoekstra.

APPROVAL OF THE MINUTES

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

FINANCIALS

Joe gave the financial report for the month of November.

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

Joe informed the library board that \$2,728.31 was paid EFT to Amazon on 12/6/21, and \$2,000 will be paid to Library-to-Go on behalf of the ND Digital Consortium to cover expenses for e-materials benefiting our patrons (if approved).

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

CHECK AUTORIZATIONS FOR FUND BALANCE POLICY SAVINGS

Joe requested check authorizations for Fund Balance Policy savings in the amounts of \$130,000 toward the capital improvement fund, \$60,000 toward new bookmobile fund, and \$121,000 to City of Jamestown for Library Building Fund.

Gail expressed concern about locking down funds placed into the building fund that has been established with the City, in case the funds are needed in an emergency. She said she would prefer to put the money into CDs and internally label them for what they are for. She added, "The fact that we're saving for a new bookmobile bothers me."

Emmy: "You always have to have that to replace."

Jay: "Because God forbid, something would happen to the bookmobile that's unforeseen, we have to have somewhere to take care of it."

Gail: "I don't have a problem with putting money into CDs because we have access to them. I have a problem with tying too much into the building fund until we know what we're going to do."

Joan: "Once you move it over to the building fund, you are tying your hands. Whereas if we decide to keep it in a CD here, we have a little bit more freedom."

Gail made a motion to set up CDs as shown below, seconded by Joan. Roll call vote showed 6 ayes, 0 nays. 1 absent.

- Capital improvement fund - 24 month CD in the amount of \$130,000 with First Community Credit Union
- Bookmobile fund - 37 month CD in the amount of \$60,000 with US Bank
- Capital improvement fund - 10 month CD in the amount of \$121,000 with Unison Bank

DIRECTOR EVALUATION

Library board members shared performance review evaluations of the Library Director.

In her evaluation, Joan expressed concerns about the board being compliant, the board not receiving all relevant information, the Director ignoring the 2008 vote, a deficiency of public communication during library COVID-19 shut down in October, the Board not ensuring adequate COVID shut down procedures were in place, and the Director appearing to believe that all funding decisions should not be questioned, among other concerns.

Gail expressed concerns that the Director does not appear to have a strong initiative to work with the board when they disagree with him, the Director put together a building committee prior to the space needs assessment, and the Director continues to ignore the 2008 vote, among other concerns.

Pam: "I don't think we're a compliant board at all.... But overall I think Joe does an excellent job of trying to herd cats."

Joe: "Isn't it [this review] somewhat of a critique of the library board itself rather than me?"

Joan: "It is."

Further discussion ensued.

Gail: "The direction this library needs to go, in my opinion, is a process and we need to talk about it and iron it out. Because that's not fair to you [Joe] either, because you got some board members that are la-da-da and others that like me go, 'What the hell?' So you need to have some direction from us and for that, I apologize that you don't have it."

Joan: "My comment is that I always feel bad when I have questions because when I say I have questions then I get comments [from the board] like, 'You always have questions.'"

Joe pointed out he was instructed to set up the Building Committee by a vote of the board. Joan expressed regret at that vote.

Gail: "It's not all you Joe. It's us failing you.... So I think part of Joe's problem is us, the board. We are a rudderless ship, and he's trying to captain it, and we're not giving him the direction right now."

SPACE NEEDS STUDY PUBLIC MEETING

The board left it up to Joe to select the date of the space needs study public meeting in February.

COST OF LIVING AND MERIT RAISE REQUESTS FOR 2022

Gail made a motion to approve the cost of living and merit raise requests as presented by Joe, seconded by Emmy. Roll call vote showed 6 ayes, 0 nays. 1 absent.

ESTIMATED HOURS REQUEST 2022

Robert made a motion to approve the 2022 estimated hours request as presented by Joe, seconded by Gail. Roll call vote showed 6 ayes, 0 nays. 1 absent.

STAFF BONUSES

Gail is concerned about Christmas bonuses coming from a taxpayer entity. Joan recommended that the bonus be called a year-end performance bonus.

Robert made a motion to eliminate staff Christmas bonuses from the 2022 budget, seconded by Gail. Roll call vote showed 6 ayes, 0 nays. 1 absent.

Robert made a motion to approve \$125 staff Christmas bonuses for 2021, seconded by Pam. Roll call vote showed 5 ayes, 1 nay (Morris). 1 absent.

HOOPLA

Joe informed the board of Hoopla, an e-services library app. Hoopla offers e-books, e-audiobooks, and movies that patrons can download to use immediately. The board requested Joe check with other libraries in the state who currently use Hoopla. Joe will look into it and bring it back once he has more information.

FRIENDS OF THE LIBRARY

Joe informed the board the Friends reimbursed the library for the down payments of the Library of Things shelves and the meeting room shelves. He said shelves will be installed later this month.

REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of November
 - Patron count 3624
 - Patron cards continue to increase, and they are up to 6894 for the year
 - Item usage: 6759
 - Items weeded: 1685
- Friends of the Library book sale will be Dec. 16 & 17
- Joe shared a thank you card from a library patron complimenting several library staff members

NEXT BOARD MEETING

The next board meeting is Wednesday, January 12, 2022, 3:30 pm, ADPL.

ADJOURNMENT

Jay adjourned the meeting at 5:21 pm.

Respectfully submitted,

Jill Pfaff

**Minutes of the James River Valley Library System Board of Directors
Emergency Library Board Meeting
Wednesday, December 16, 2021**

Board members present via Zoom were Pam Phillips, Char Freeberg (phone), Emaline Roorda, Robert Hoekstra and City Ex-Officio David Schloegel. Absent were Jay Nitschke, Joan Morris, and Gail Martin. Also present were Library Director Joe Rector and Assistant Director Jill Pfaff.

Pam called the meeting to order at 12:45 pm

NUMBER OF SIGNERS AND NAMES OF SIGNERS FOR CDS AUTHORIZED DECEMBER 8, 2021

Robert made a motion to add Joe Rector, Emmy Roorda, and Pam Phillips on all three CDs authorized at the December 8, 2021 library board meeting, with two signers required; seconded by Char. Unanimous aye. Motion carried.

NEXT BOARD MEETING

The next board meeting is Wednesday, January 12, 2022, 3:30 pm, ADPL.

ADJOURNMENT

Pam adjourned the meeting at 12:50 pm.

Respectfully submitted,

Jill Pfaff