

**Minutes of the James River Valley Library System Board of Directors**  
**Library Board Meeting**  
**Wednesday, April 9, 2025**  
**Stutsman County Library**

Board members present were Emmy Roorda, Gail Martin, Jackie Barnes, *City Ex-Officio* David Schloegel (arrived at 3:35 pm), Sarah Hellekson, Jessica Alonge, Denise Waldie, and Amanda Hastings. Also present were Library Director Joe Rector and Assistant Director Jill Pfaff.

Sarah called the meeting to order at 3:32 pm.

BOOKMOBILE AND LIBRARY OF THINGS TOUR

Sarah invited board members to tour the bookmobile and view the Library of Things area.

APPROVAL OF THE MINUTES

Emmy made a motion to accept both of the March 12 minutes, seconded by Jackie. Unanimous aye. Motion carried.

FINANCIALS

Joe gave the financial report for the month of March.

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 \$2,461.97 Amazon EFT, seconded by Jessica. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

REQUEST TO UPDATE CHALLENGE POLICY

Emmy made a motion to update the challenge policy to require a complainant to read, listen to, or view the entire work; require the complainant's street address and e-mail address; change policy to "a Complainant has appealed and the Board has declined the appeal on 3 or more Requests within a three-year period"; in addition, Joe will bring an updated Request for Reconsideration of a Work to the next board meeting for approval; seconded by Gail. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

PUBLIC LIBRARY SURVEY

Joe reviewed the 2024 Public Library Survey with the library board.

SB 2307 UPDATE

Joe updated the board on the progress of SB 2307.

CARD RENEWALS

The board discussed the renewal period for library cards. One year renewals will facilitate updating patrons from child cards to adult when they turn eighteen. This is important for the Hoopla content filter. Previously, cards for Stutsman County residents had to be renewed every two years. No action was taken. Further discussion is intended.

### 2024 DIRECTOR EVALUATION

Gail questioned the evaluation process for the library director. Sarah and Jessica stated that they had conducted the Director Evaluation in December of 2024 to preserve eligibility for a raise. Gail stated that the entire board should have been involved. Gail and Emmy requested a copy of the 2024 Director Evaluation. Jessica stated that the review was conducted in accordance with procedure which states that the President will coordinate the evaluation.

### REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of March
  - Patron count: 5,117
  - Patron cards: 7,977
  - Libby/Overdrive usage: 2,144
  - Hoopla usage: 559 uses for a total of \$1,284.39
  - Item usage: 7,627
  - Computer usage: 644 (ADPL) and 180 (SCL)
- Jill informed the library board that the Friends of the Library have raised approximately \$15,000 with the fundraising letter
- Jill gave program highlights from the seed library opening
- Staff meeting - discussed the procedure manual, SB 2307, challenge policy, incident reports, etc.

### NEXT BOARD MEETING

Next regular board meeting Wednesday, May 14, 2025, at 3:30 pm, ADPL.

### ADJOURNMENT

Jessica made a motion to adjourn at 4:43 pm, seconded by Amanda.

Respectfully submitted,

Jill Pfaff