

Minutes of the James River Valley Library System Board of Directors
Library Board Meeting
Wednesday, April 13, 2022

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

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

APPROVAL OF THE MINUTES

Gail made a motion to accept the March 9 minutes with the amendment to add Joan mistakenly made a motion to set up a library board retreat, seconded by Robert. Unanimous aye. Motion carried.

FINANCIALS

Joe gave the financial report for the month of March.

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 \$1,925.63 (March) and \$1,224.43 (April) Amazon EFT, seconded by Emmy. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

REPORT ON VISITS TO OTHER LIBRARIES

Joe shared a PowerPoint presentation of visits by representatives of staff and the library board to several libraries in our region. Libraries visited were Morton-Mandan Public Library, Bismarck Veterans Memorial Library, K.O. Lee Aberdeen Public Library, West Fargo Public Library, Grand Forks Public Library, Minot Public Library, and Ward County Public Library.

REPORT FROM BUILDING COMMITTEE

Joe pointed out to the board the minutes from the Building Committee, in which, there was a motion of acknowledgement of support for the space needs study, which was voted unanimously.

SPACE NEEDS STUDY REVIEW WITH LEE DOBRINZ OF JLG ARCHITECTS

Lee Dobrinz reviewed the results from the space needs study. The board requested JLG provide an acreage footprint estimate to help with site review. Lee agreed to provide this, as a range, as it could change depending what each site looks like. The board also requested 2 physical copies of the space needs study.

The Library Board decided by consensus to hold off on a space needs study vote.

FUTURE PLANNING PROPOSAL FROM DEBORA DENNY

Debora reviewed her proposal with the library board.

The board decided by consensus to take the retreat off the table until the assessment by Debora Denny has been completed.

Gail made a motion to hire Debora Denny to complete an assessment for the amount of \$2,000.00; at the May 11th meeting the board will decide if they need to give Debora more money for additional steps; seconded by Jackie. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

Pam appointed Joe, Pam, and Joan to act as the consulting group to work with Debora on planning additional meetings with the board.

DIRECTOR LIFE INSURANCE

Joe requested a maximum stipend of \$100 per month to put toward life insurance.

The board discussed possible issues with honoring Joe's request. The board decided by consensus to table the request until Joe is able to get more information from the City.

REPORT OF THE LIBRARY DIRECTOR

- Katie from the Friends of the Library reported they have started their membership drive, celebrated National Library week with gifts to the staff and cake for library patrons, and are in the process of possibly adding two new board members.
- Joe presented statistics for the month of March
 - Patron count 4,663
 - Patron cards 6,885
 - Libby/Overdrive usage 1,758
 - Hoopla usage 2 uses (before it officially opened on April 1st)
 - Item usage 9,095
 - Computer usage 558 (ADPL) and 54 (SCL)
- 3D printer and card planned – donor has already donated \$800 towards this project
- Staff meeting: Hoopla demo and discussion, PPT of visits to other libraries
- Upcoming programs:
 - Cookbook club
 - Summer lunch program

NEXT BOARD MEETING

The next board meeting is Wednesday, May 11, 2022, 3:30 pm, ADPL.

ADJOURNMENT

Pam adjourned the meeting at 5:29 pm.

Respectfully submitted,

Jill Pfaff