

**Minutes of the James River Valley Library System Board of Directors
Library Board Meeting
Wednesday, September 11, 2024**

Board members present were Emmy Roorda, Joan Morris, Gail Martin, Jackie Barnes, *City Ex-Officio* David Schloegel (arrived at 3:03 pm), Sarah Hellekson, and Jessica Alonge. Absent was Denise Waldie. Also present were Library Director Joe Rector, Assistant Director Jill Pfaff, Katie Webster of the Friends of JRVLS, and North Dakota State Librarian Mary Soucie (via Zoom).

Emmy called the meeting to order at 3:00 pm.

APPROVAL OF THE MINUTES

Gail made a motion to accept the August 14 minutes, seconded by Jackie. Unanimous aye. Motion carried.

ELECTION OF OFFICERS

After amendment, Gail made a motion that Sarah Hellekson and Jessica Alonge co-chair as President and Vice President and Emmy Roorda as treasurer, seconded by Jackie. Unanimous aye. Motion carried.

REPORT FROM THE FRIENDS

Katie reported the Friends are looking for new board members. She invited everyone to attend the upcoming annual meeting September 19 at 6:00 pm.

FINANCIALS

Joe gave the financial report for the month of August.

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

Gail made a motion to approve the bills to be paid, the payroll as paid, auto pay as paid, and \$3,186.09 Amazon EFT, seconded by Emmy. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

MEMORANDUM OF AGREEMENT UPDATE

Joe informed the board the City Council is considering withdrawing from the Memorandum of Agreement for joint operation of library services with the County. If the City Council decides to withdraw from the MOA, then there is a two year period where joint operations will continue. He feels this a point of clarification for how things should operate between the City and the County going forward.

Sarah added the Mayor would like the City Council to vote whether or not to give the County notice to withdraw from the MOA at the October 7 City Council meeting.

MASONIC BUILDING OVERVIEW

Joe gave an overview of the steps the library board has taken toward the possible purchase of the Masonic Building and how those steps tied to the Strategic Plan. Joe stated that the MOA situation may necessitate a pause to our expansion discussions, but that if anyone has any additional ideas they should share them.

NDSL EVALUATION OF MASONIC BUILDING

State Librarian Mary Soucie spoke to the library board about her observations of the Masonic Building. Mary toured the building during a library program in July. She also provided a letter of her observations to the board, stating that the Masonic Building "is a somewhat unique solution" to JRVLS's "space challenges."

2022 AUDIT REPORT UPDATE

The 2022 Audit Report has been revised by Schauer due to new guidance from the Auditor's department. Joe has sent the PDF of the report to the board but will provide a hard copy of the report once Schauer has them ready.

TIMING OF NEW BOARD MEMBER ORIENTATION

It was decided by consensus to hold the new member orientation one hour before the next library board meeting. The board requested Joe reach out to Denise to see if she has a preference on what time the library board meets each month.

VISION OF DIRECTOR FOR 2024-25

Joe shared his Vision of the Director for 2024-25 with the library board. His vision focused on the following:

- Continue to explore options to expand the library
- Expand programming and programming budgets in future years
- More partnerships with community organizations
- Increase advertising on social media, press releases, and other advertising opportunities
- Explore other space in the library to us for larger programs
- Expand readers' advisory and deliver materials to homebound individuals
- Implement Joe's program, Don't Know Much About History
- Plan for a yearly Discovering America tour in conjunction with Joe's history program

REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of August
 - Patron count: 3,910
 - Patron cards: 8,184
 - Libby/Overdrive usage: 2,033
 - Hoopla usage: 446 uses for a total of \$1,035.39
 - Item usage: 7,712
 - Computer usage: 1178 (ADPL) and 214 (SCL)
- Meetings planned for Masonic Building
 - Crafternoon – Friday, Oct. 18, 3-5 pm
 - Christmas – TBD
- Meetings planned for ADPL
 - Public Libraries and People of Faith – Sept. 26, 6:30-8 pm
 - Don't Know Much About History – probably begin in January
- Joe will be attending NDLA Oct. 2-4 and will also presenting

NEXT BOARD MEETING

Next regular board meeting Wednesday, October 9, 2024, time TBD, ADPL.

ADJOURNMENT

Sarah motioned to adjourn the meeting at 4:40 pm.

Respectfully submitted,

Jill Pfaff