

**Minutes of the James River Valley Library System Board of Directors  
Library Board Meeting  
Wednesday, July 12, 2023**

Board members present were Pam Phillips, Robert Hoekstra, Emmy Roorda, Joan Morris, Gail Martin, Jackie Barnes and *City Ex-Officio* David Schloegel (arrived at 3:33 pm). Also present were Library Director Joe Rector, Assistant Director Jill Pfaff, Linda Mohn, Austin Bauer, and Abby Geroux. Absent was Char Freeberg.

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

APPROVAL OF THE MINUTES

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

REMARKS FROM THE PRESIDENT

Pam had no comments at this time.

AUDIT REPORT

Linda Mohn with Schauer and Associates reviewed the 2022 audit report.

FINANCIALS

Joe gave the financial report for the month of June.

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

Robert made a motion to approve the bills to be paid, the payroll as paid, auto pay as paid, and \$45.81 Amazon EFT, seconded by Gail. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

WATER INCIDENT UPDATE

Joe reported replacements for the water damaged books are being purchased and he is working with the insurance company to get reimbursed for those. The library has received a reimbursement check for the work that has been completed so far. Proposals for the rest of the work that needs to be completed have been sent to the insurance company. The flooring contractor told Joe the wood flooring in the children's department will need to be pulled up in order to see what kind of water damage has happened underneath.

REAL ESTATE REPRESENTATION CONTRACTS

Abby and Austin reviewed the real estate representation contracts with the board.

Robert made a motion to approve the real estate representation contracts with the changes as discussed, seconded by Gail. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

Emmy made a motion for the Library Board President to sign the real estate representation contracts, seconded by Joan. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

PROPOSED CONFIDENTIALITY AGREEMENT

Abby referred to her letter sent to Pam Phillips and the Library Board, which states she does not recommend the board enter into a confidentiality agreement due to the public nature of the library board.

DISCUSSION WITH REALTORS OF NEGOTIATING POSITION WITH RESPECT TO PROPERTIES THAT MIGHT BE PURCHASED FOR A NEW LIBRARY - EXECUTIVE SESSION BEGINS (4:09 PM)

Robert made a motion to move into executive session pursuant to N.D.C.C. 44-04-19.2 & 44-04-19.1(9) because the Board believes that an open session would have an adverse fiscal effect on the bargaining position of the Library Board in this matter, seconded by Jackie. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

#### RE-OPEN MEETING (4:31 PM)

Robert made a motion to leave executive session, seconded by Gail. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

#### OPPORTUNITY FOR VOTE(S) BASED UPON EXECUTIVE SESSION

Joe received permission to reach out to our architect to get a proposal for a site study of the Masonic Lodge.

#### STRATEGIC PLAN NEEDED BY DECEMBER

Pam has requested the board review Goal 1 of the Strategic Plan and discuss it at the next meeting.

#### DENTAL INSURANCE REQUEST

Joe informed the board the City has made substantial updates to their healthcare plan including a dental insurance plan. Joe feels it's not necessary to vote on the changes to the healthcare portion since the library already offers healthcare through the City plan and the library isn't changing that.

Gail made a motion to offer full-time employees 75% of the single rate dental insurance plan and additional family will be at their expense, seconded by Robert. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

Emmy left at 4:53 pm

#### PROPOSAL FROM L&M CONTRACTORS

Robert made a motion to accept the proposal from L&M Contractors, seconded by Jackie. Roll call vote showed 5 ayes, 0 nays. 2 absent. Motion carried.

#### PROPSAL FROM DECORATING BY CHARLIE

Gail made a motion to accept the proposal from Decorating by Charlie, seconded by Joan. Roll call vote showed 5 ayes, 0 nays. 2 absent. Motion carried.

#### REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of June
  - Patron count: 4,918
  - Patron cards: 7,695
  - Libby/Overdrive usage: 1,876
  - Hoopla usage: 369 uses for a total of \$819.38
  - Item usage: 7,182
  - Computer usage: 631 (ADPL) and 120 (SCL)
- Dr. Steve Martens' presentation on Alfred Dickey Library's architecture was well-received
- Painting by J.A. Kirckpatrick donated to ADPL – thank you to Robert and Heidi Hoekstra
- Larry Woiwode Memorial Local Authors section created at ADPL

#### NEXT BOARD MEETING

Next regular board meeting Wednesday, August 9, 2023, 3:30 pm, ADPL.

#### ADJOURNMENT

Pam adjourned the meeting at 5:05 pm.

Respectfully submitted,

Jill Pfaff