

Minutes of the James River Valley Library System Board of Directors
Library Board Meeting
Wednesday, December 13, 2023

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

Pam called the meeting to order at 3:33 pm.

APPROVAL OF THE MINUTES

Gail made a motion to accept the November 8 minutes, seconded by Jackie. Unanimous aye. Motion carried.

SITE STUDY REPORT ON MASONIC BUILDING BY LEE DOBRINZ, JLG ARCHITECTS

JLG Architect Lee Dobrinz, CMTA mechanical engineer David Vig, and CMTA electric engineer Tony Nelson reviewed the site study report for the Masonic building.

Robert left at 5:09 pm

FINANCIALS

Joe gave the financial report for the month of November.

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 \$3,659.73 Amazon EFT, seconded by Char. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

STRATEGIC PLAN

As requested by the board last month, Joe summarized the 2023-2026 Strategic Plan.

Gail made a motion to accept the 2023-2026 Strategic Plan, seconded by Emmy. Roll call vote showed 6 ayes, 0 nays. 1 absent. Motion carried.

WATER INCIDENT UPDATE

Joe reported the ceiling tiles and baffles have been approved. A representative from NDRIF has viewed the floor in the children's department and they agree the flooring and subfloor needs to be replaced. Joe is getting estimates for the replacement.

CHRISTMAS EVE HOLIDAY CLOSURE

Joe requested the closure of Alfred Dickey Library on Saturday, December 23, since Christmas Eve falls on a Sunday this year.

Char made a motion to close the library on Saturday, December 23rd, and staff will receive Saturday holiday pay per policy; seconded by Jackie. Roll call vote showed 4 ayes, 2 nays (Martin and Morris). 1 absent. Motion carried.

RAISES AND HOURS FOR 2024

Joe presented the wage and hour request for 2024.

Char made a motion to give staff who have finished the introductory period a 5% Cost of Living raise with additional merit raise request of 15% for Cassie Pettys, seconded by Gail. Roll call vote showed 6 ayes, 0 nays, 1 absent. Motion carried.

List of staff receiving a raise:

Shelly Bunde - 5% COL

Karen Eckroth - 5% COL

Alyssa Woods - 5% COL

Nico-Rice Jasmann - 5% COL

Emily Kudrna - 5% COL

Tommie Stroh - 5% COL

Cassie Pettys - 5% COL + 15% Merit

Laurel Pfau - 5% COL

Nichole Greshik - 5% COL

Jennifer Senger - 5% COL

Mary Jane Westerhausen - 5% COL

Jill Pfaff - 5% COL

Joe Rector - 5% COL

REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of November
 - Patron count: 4,011
 - Patron cards: 7,879
 - Libby/Overdrive usage: 1,882
 - Hoopla usage: 351 uses for a total of \$764.82
 - Item usage: 7,004
 - Computer usage: 574 (ADPL) and 128 (SCL)
- Jennifer is currently working on estimates for a water/heat detection system
- Emergency plan draft to be presented in January or February

NEXT BOARD MEETING

Next regular board meeting Wednesday, January 10, 2023, 3:30 pm, ADPL.

ADJOURNMENT

Pam adjourned the meeting at 5:34 pm.

Respectfully submitted,

Jill Pfaff