

**Minutes of the James River Valley Library System Board of Directors
Special Library Board Meeting
Wednesday, June 5, 2024**

Board members present were Pam Phillips, Robert Hoekstra, Char Freeberg, Emmy Roorda, Joan Morris, Gail Martin, Jackie Barnes, and *City Ex-Officio* David Schloegel (arrived at 3:04 pm). Also present were Library Director Joe Rector and Assistant Director Jill Pfaff.

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

APPROVAL OF THE MINUTES

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

REMARKS FROM THE PRESIDENT

Pam thanked Char and Robert for their time served on the board, and Joe added his deep appreciation for Char, Robert, and David.

FINANCIALS

Joe gave the financial report for the month of May.

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

Char made a motion to approve the bills to be paid, the payroll as paid, auto pay as paid, and \$2,448.54 Amazon EFT, seconded by Jackie. Roll call vote showed 7 ayes, 0 nays, 0 absent. Motion carried.

2024 REVISED BUDGET AND 2025 BUDGET

Joe reviewed the 2024 Revised Budget and 2025 Budget with the board.

Gail questioned if Joe had received a review recently. Pam responded that she had decided not to give Joe a review.

Char made a motion to approve the 2024 Revised Budget and 2025 Budget, seconded by Robert. Roll call vote showed 7 ayes, 0 nays, 0 absent. Motion carried.

2025 MILL LEVY REQUEST

Jackie made a motion to approve the 2025 Mill Levy Request as presented by Joe, seconded by Char. Roll call vote showed 7 ayes, 0 nays, 0 absent. Motion carried.

REPORT OF THE BOARD OF DIRECTORS

Joe summarized the draft of the Report of the Board of Directors for the board.

Joan suggested adding a statement regarding the library having taken preventative measures to help prevent flooding in the future. Joan added that the letter was well balanced.

Robert made a motion to accept the Report of the Board of Directors with the added statement regarding the library adding water and heat notification systems, seconded by Emmy. Roll call vote showed 7 ayes, 0 nays, 0 absent.

REPLACING THE ADPL FRONT STEPS

Joe presented bids to repair the front steps at ADPL from Jamestown Masonry Services, LLC and Tritschler Masonry.

Gail made a motion to accept the bid from Tritschler Masonry subject to the removal of the old brick, job site clean-up, and project completion by November 1st weather permitting; seconded by Jackie. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

2023 AUDIT

Joe presented a proposal from Brady Martz for library audit services.

Joe expressed the need to continue an annual audit, as has been done in the past. Joe said what has been most useful to him is the auditor's identification of best practices and having a set of expert eyes on the library finances to ensure public funds are properly accounted for.

Joan suggested checking with North Dakota State Auditors to see if the library qualifies for their services. She also mentioned that instead of an annual audit, the library could consider a review by an accountant.

Gail said she felt if the library is not required to do an audit, maybe a review would be best.

Joan said some entities will do a review every other year and an audit on the in-between years.

Robert made a motion to table the 2023 audit vote, seconded by Joan. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

REPORT OF THE LIBRARY DIRECTOR

- Joe presented the cost of JRVLS HB1205 book review from June 2023 to March 2024. The estimated cost was \$54,500 and 2770 hours. Joe noted that no additional hours were scheduled or wages incurred for the project.
- Wills and Estates program at the Masonic Building had 40 attendees
- Meetings planned for Masonic Building
 - Harry Potter-themed event – June 22, 1-3 pm

NEXT BOARD MEETING

Next regular board meeting Wednesday, July 10, 2024, 3:00 pm, ADPL.

ADJOURNMENT

Pam adjourned the meeting at 4:10 pm.

Respectfully submitted,

Jill Pfaff