

Minutes of the James River Valley Library System Board of Directors
Library Board Meeting
Wednesday, February 14, 2024

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

Pam called the meeting to order at 3:31 pm.

APPROVAL OF THE MINUTES

Char made a motion to accept the January 10 minutes, seconded by Emmy. Unanimous aye. Motion carried.

REMARKS FROM THE PRESIDENT

Pam informed the board that library board member terms go to the end of June now.

FINANCIALS

Joe gave the financial report for the month of January.

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 \$1,677.84 Amazon EFT, seconded by Jackie. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

WATER INCIDENT UPDATE

Joe reported the flooring work in the children's department at ADPL will begin April 8 and will take about a week to complete. ADPL will need to be closed during the installation plus half a week before and after work begins to move books and shelving.

DISCUSSION WITH REALTOR OF NEGOTIATING POSITION WITH RESPECT TO PROPERTY THAT MIGHT BE PURCHASED FOR A NEW LIBRARY - EXECUTIVE SESSION BEGINS (3:44 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 Char. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

RE-OPEN MEETING (4:00 PM)

Robert made a motion to leave executive session, seconded by Char. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

DATE FOR PUBLIC MEETING WITH ARCHITECT AT MASONIC BUILDING

Joe informed the board the public meeting with the architect at the Masonic building, will be held April 13 with times to be determined.

HEAT DETECTION SYSTEM

Char made a motion to accept the estimate of \$457.80 from Monnit to add temperature sensors to the water detection system, seconded by Gail. Roll call vote showed 7 ayes, 0 nays. 0 absent. Motion carried.

REVIEW EMERGENCY MANUAL

The board was given the Emergency Manual for them to review and come back with any concerns or suggestions. Joe said the Stutsman County Emergency Manager has already reviewed it and given his input, however he is still waiting on a few other individuals to review also.

CHANGE OF LIBRARY BOARD MEETING TIME

It was decided by consensus of the library board to permanently change the library board meeting times to 3:00 pm.

REPORT OF THE LIBRARY DIRECTOR

- Joe presented statistics for the month of January
 - Patron count: 4,626
 - Patron cards: 7,949
 - Libby/Overdrive usage: 2,240
 - Hoopla usage: 419 uses for a total of \$1,011.87
 - Item usage: 8,467
 - Computer usage: 889 (ADPL) and 188 (SCL)
- Staff meeting discussed book review and Emergency Manual.
- Joe reported on the progress of reviewing the children's collection (due March 31). ADPL is nearing completion so staff will focus on SCL. Joe will update the board at the next meeting.
- Meetings planned for Masonic Building
 - Q&A with the Library Director – March
 - Jigsaw puzzle competition – April
 - Harry Potter-themed event – May
 - Wills & Estate planning with Steve Ottmar – June

NEXT BOARD MEETING

Next regular board meeting Wednesday, March 13, 2024, 3:00 pm, ADPL.

ADJOURNMENT

Pam adjourned the meeting at 4:24 pm.

Respectfully submitted,

Jill Pfaff