Board Meeting

April 16, 2015

Board Members Present: Gessner, Ackerman, Johnson, Olson

Staff Present: Anderson

President Susan Gessner called the meeting to order at 4:17 PM.

The agenda was approved with changes. Moved by Ackerman, seconded by Olson

Johnson moved and Ackerman seconded the motion to approve the minutes of the March 31, 2015 meeting. Motion carried.

Ackerman moved and Olson seconded the Motion to approve the April 2015 budget expenditures of $97,625.76, April memorial expenditures of $243.36 and Makerspace expenditures of $7,252.37. Motion carried.

The Library’s Financial Report was reviewed and the Library Board discussed the need for less information on revenue and more on expenses. Ackerman moved to approve the report, Johnson seconded and the motion carried.

1. March’s Director’s Report:

2. Activities/Programs (March):
   a. 18 Story Hours – 308 attendees
   b. 5 CLC (Community Learning Center) Programs – 138 attendees
   c. 2 Head Start visits – 238 attendees
   d. 1 Puppet Show – 22 attendees
   e. 5 ASK (After School Kids) Programs – 18 attendees
   f. Dr. Seuss Birthday Celebration – 326 attendees
   g. 1 Library Tour – 25 attendees
   h. 4 “other” programs (LEGO Club, Guys Read, READ Dog, Movie) – 119 attendees
   i. 1 Makerfaire – 55 attendees (35 children, 15teens and 5 adults)
   j. 2 Teen Movies –25 attendees
   k. 2 Gaming Events – 21 attendees
   l. 1 Teen Advisory Group meeting – 5 attendees
   m. 2 Makerspace programs - 28 attendees
   n. 1 “Sweet Treats” event – 11 attendees
   o. 15 Tech Tutor Sessions completed
   p. Foundation Center Workshop – 32 attendees

3. Geek Your Library Campaign: The GTL campaign is wrapping up with only 2 more official programs left. April 22nd will be “Do-It-Yourself Spring Cleaning Recipes” at the Ward
County Public Library and in May there will be a gardening program (date and time to-be-determined).

4. **North Dakota State Library Spring Workshop**: Director attended Bismarck workshops 4/6 and 4/7 and participated in workshops related to customer service, TutorND database, marketing, digital literacy and GED standards. Also attended a meeting for the OverDrive consortium; it was decided that the MPL Director would be in charge of purchasing streaming videos for the OverDrive consortium.

5. **Building & Grounds Updates**
   a. Boiler & Humidification Replacement → Asbestos abatement work will be completed by Environmental Abatement Services (EAS) for an estimated cost of $1,250. This work is expected to begin on 4/17 and estimated to only take one day. EAS will be working with C&C Plumbing to coordinate the work and C&C hopes to begin removing boilers and pipes as soon as the abatement work is complete.
   b. Generator → As part of the Hazardous Mitigation Project, a generator was installed behind the library and power was turned off all day 4/10/15 in order to allow electricians to remove some existing hardware and set up the generator. Possible testing of the generator may need to be completed, but that will be coordinated through Jason with Prairie Engineering and the Director has expressed to Jason that any further work should cause as little disruption to library services as possible.
   c. Hazardous Mitigation Project → Quarterly report will be filed with the ND Department of Emergency Services 4/13/15 and will be made available for the Library Board meeting. Concerning progress of the project, per Wright Brothers Construction on 3/31/15: “The excavation is complete. The only thing left to be unearthed is the southwest footing of the library that cannot be left exposed that the wall will tie into. Had a soil test for moisture and density along with a proctor, just waiting on results which should be in by 4/1/15. Concrete will be scheduled to go soon”

6. **Salary Survey**: As of 4/1/15 only 7 of 18 libraries surveyed had responded to the mailing. A follow-up e-mail was sent to 9 of the remaining 11 (2 e-mail addresses could not be obtained) on 4/9/15. Calls will be placed to libraries beginning 4/13/15 if no responses are received via e-mail.

7. **Makerspace**: Makerspace check-out procedures have been a priority for the past several weeks as supervisors try to ensure that the check-out process is easy for both staff and patrons while allowing for us to keep the items secure. All hardware and software has been obtained and is ready to use; circulating items have been inventoried and cataloged. Promotional materials have been distributed, including invitations for the Grand Opening on 4/15/15. A contest to design a logo for the Makerspace is underway and 2 programs have already been held in the new space.

8. **Magic City Hero Campaign**: The Library has been asked to partner with the Downtown Business Partner Association for the 7/11/15 “Magic City Hero” event which is a campaign urging the community to volunteer and also to recognize local heroes. A
family friendly event will take place on Saturday 7/11 with obstacle courses and other activities. The library will help in promoting the event as well as have a designated section for the event on the 11th. More information will be forthcoming.

9. **Staffing:** The following staff have turned in their resignations: Erin Greenberg effective 4/12/15 and Heike Showers effective 5/1/15. Both are part-time Library Assistants in the Adult Services area of the Library and have been a tremendous asset to MPL. Library Page Lisa Fosburg will be taking the position Erin currently holds and applications are under review for Heike’s position. There is now an opening for a Library Page position which we expect to have filled by the end of April. Training of the Adult Services Librarian, Brendan, is almost complete and he will be taking over all of the responsibilities of the position by the end of the month.

10. **National Library Week:** As a member of the Library Advocacy and Funding Workgroup of the NDLA, Janet has been active in promoting National Library (4/12-4/18) week throughout the state, specifically Snapshot Day which is an opportunity to share a “day in the life” of our library. Work has included displays, newspaper columns, ordering promotions and arranging special events during the week.

11. **Friends of the Library Book Sale:** The annual spring sale will be held 4/22-4/25 and Janet has been assisting the Friends group with promotions as well as sorting books. Also attended 3/10/15 Friends of the Library Board meeting where a new president, Dave Leite, was elected.

12. **English Language Learners Outreach:** Attended ELL Outreach at Longfellow Elementary school on 3/23/15 to promote the Library’s language learning resources including books, CDs, DVDs and the electronic resource Pronunciator. Turnout was relatively low, but many people were interested in the resources MPL has for English Language Learners.

13. **Homebound Delivery Program:** Interviewed and placed a new volunteer for our Homebound Delivery program. This new volunteer, Tom Lewis, will begin in May delivering books to patrons in the Southwest portion of Minot. Janet and Brendan delivered books to those patrons while this delivery route was vacant in March.

14. **Speaking Engagements:** Presented to the Sunrise Rotary group on 3/26/15 about services for professionals. Many expressed interest in our online resources and those without library cards were given information on how to obtain one.

**Board Business**

- **Rules of Conduct:** Ackerman moved that the Library’s “Rules of Conduct” be approved with minor changes. Olson seconded and the motion carried.

- **Meeting Room Policies:** Anderson requested that any approved changes not go into effect until September 2015 as this is when meeting room users must submit new contracts for the year. Ackerman moved to approve the Meeting Room Policy effective 9/1/15 and Olson seconded. Motion carried.

- **4th of July Closing:** Anderson presented to the Library Board that the 4th of July is on a Saturday this year and that the last time this occurred the library closed on Friday the 3rd
as well as Saturday the 4th. In addition, the City of Minot offices will be closed on Friday the 3rd. However, the Minot Public Library currently has no policy regarding closing on the 3rd if the 4th of July falls on a Saturday. Anderson asked the Library Board if the Library should close on July 3rd this year. Following discussion, the Library Board decided not to close on 7/3/15. No vote was necessary as there was no change to existing policy.

d. **Consider 2015 Strategic Plan:** Anderson discussed her vision to update the library’s Long Range Plan into a detailed Strategic Plan. Anderson presented the sections of the plan already completed along with a list of compiled staff suggestions for improving the Library. The Library Board discussed the need to start “at the top” and begin by reviewing and revising the Library’s Mission and Vision Statements. The Board asked that the current statements and long range plan be e-mailed to them so that they can be discussed in further detail with the goal of beginning to revise all of these in 2015.

e. **Year-round Sunday Openings:** As discussed in 2014 and supported by the previous director and considering negative feedback from staff suggestions, Anderson proposed that the Library Board consider whether it would be beneficial to have the Library open 7 days a week year-round. Anderson provided information that this would be financially possible and that Sundays tend to be busy. However, the library has not been open on Sundays during the summer months for years so it is unknown if it would be worth remaining open. The Library Board requested that Anderson find out if other North Dakota libraries are open on Sundays and asked her to further explore the financial impact.

Meeting Adjourned at 5:30 PM.

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Lisa Olson, Secretary