Board Meeting Minutes  
January 18, 2018

Board Members Present: Ackerman, Kramer, Kvigne, Olson, VanDelinder
Staff Present: Anderson, Joshua Pikka

VanDelinder called the meeting to order at 4:15 pm. Anderson introduced Joshua Pikka, MPL Technology Coordinator. The agenda was approved as written.

Olson moved to approve the minutes of the December 2017 meeting and Kramer seconded. Motion carried.

Anderson presented the remainder of the December (December part 2) and the January bills to-date. Ackerman moved to approve the December part 2 bills, Olson seconded and the motion carried. Ackerman moved to approve the January bills and Kvigne seconded, motion carried.

Anderson presented the Library’s Financial Report as prepared by the City of Minot’s Finance Department. Though the report, which ran through the end of December, indicates that it represents 100% of the year, there will still be additional 2017 bills processed and a “13th month” report will be available in February with more accurate details. As of the report presented, the Library has expended 83% of the 2017 budget, but Anderson believe the actual amount for 2017 will be closer to 90%. Ackerman moved to approve the Financial Report and Olson seconded.

There were no personal appearances.

1. December Director’s Report: Anderson provided an activity report comparing December 2016 (and further back) to December 2017. Anderson also presented the complete 2017 statistics and discussed areas not included on the monthly reports as well as areas of decreased usage. The primary concern is with digital resources, which Pikka also commented could be due to a decrease in Tumblebooks usage by schools.

A. Activities/Programs (December):
   a. 3 Story Hours - 42 attendees
   b. 6 CLC (Community Learning Center) programs - 150 attendees
   c. 2 Head Start visits - 225 participants
   d. 3 ASK (After School Kids) programs - 67 attendees
   e. 1 Puppet Show - 13 attendees
   f. 3 “other” events (READ dog, LEGO, movie, etc.) - 72 attendees
   g. 1 TAG (Teen Advisory Group) Meeting - 5 attendees
   h. 1 Teen Craft/Trivia Event - 8 attendees
   i. 2 Teen Gaming Events - 19 attendees
   j. 2 Manga Club - 14 attendees
   k. Tech Ed. @ the Parker - 3 attendees
   l. Recipe Exchange & Tasting - 60 participants
m. Minot’s Common Heritage – 20 attendees

g. 3 Tech Tutor Sessions completed

h. Color Me Happy Coloring Club – 12 attendees

TOTAL = 713

Reference Questions
- Community: 159
- Reference (children): 313
- Reference (adult): 416

B. Building & Grounds Updates

a. Retaining Wall/Rail (LIB024) – The railing has been installed and cables will wait until spring along with additional caulking.

b. Library Air Conditioning: City Council approved awarding the bid to C & C Plumbing at the first reading on 1/8/18. This will be sent for approval on a second reading on 2/5/18.

c. Electrical: Estimates for electrical work for the parking lot were received in December and work will be done to replace some parking light bulbs once the weather is a more conducive.

C. Annual Employee Reviews: With no Adult Services Librarian, Anderson completed the performance reviews for all Adult Services staff as well as supervisors and Administrative Assistant. Anderson met with every Library employee in November/December to go over their reviews and ask for input from each on how the Library is doing and what can be improved. These meetings were very beneficial and suggestions and input are being compiled and will be shared with other staff as needed.

D. Tool Library: Work is almost complete cataloging the tools. The next step is going to be working on policies and procedures related to circulation of tools.

E. Adult Services Librarian: Anderson interviewed 2 potential candidates for the vacant position along with Marci Julson and Joshua Pikka. A second interview had been scheduled for one of these candidates, but the candidate had to reschedule several times and the committee decided to withdraw the offer of a second interview and continue looking. Anderson will be meeting with supervisory staff Tuesday, 1/23 to discuss the next steps and will consider reorganizing current positions or

F. Build Minot: Randi Monley has been working to compile the data from Build Minot to send out to local groups. This information will be sent out by the end of the month and should wrap-up the Build Minot campaign.

G. Libraries Transform: MPL will be participating in the American Library Association’s “Libraries Transform” campaign in 2018. Libraries Transform is a public awareness and advocacy campaign which focuses on what today’s libraries do FOR and WITH people rather than what libraries have. The goal is for MPL to show the community that we are still necessary and relevant in the Minot Community. Throughout 2018 MPL will display “because” statements to demonstrate why we are important. Examples include:

“Because not everything on the Internet is true,”

“Because txt r fine, but srsly, ppl also need 2 c real sentences,” and

“Because students can’t afford scholarly journals on a ramen noodle budget.”

H. State of the City: The City of Minot will host a State of the City event on February 8th and Anderson has been asked to serve on the planning committee and oversee a writing challenge for all 5th graders. Anderson has been working on promoting this writing challenge for which entries are due 1/19/18. Staff will be reviewing entries and selecting the top essays to forward to the Mayor by 1/24/18.

I. Director’s Activities: Much of December was spent on employee performance reviews and wrapping up finances for 2017. Anderson participated in the City of Minot Department Head retreat on 12/13 and attended three other City meetings as well as City Council meetings. Anderson worked on promotions for upcoming events and services at the Library, including appearances on the KMOT noon show, the GoodTalk Minot podcast and writing articles for the Library’s newsletter and for the Minot Daily News.
2. Board Business

a. **3D Printer:** Anderson reminded the Library Board that Teen Librarian, Pam Carswell, had applied for a Community Grant through Best Buy for a 3D printer, accessories, supplies and training in May and the Library had been awarded the grant in October. Anderson told the Board that when they went to purchase the 3D printer in November/December the original make and model proposed was not available through Best Buy so they decided to go with another model which was available and similar pricing. Although the grant did not specify that items had to be purchased through Best Buy, Anderson wanted to support them since they provided the grant AND they have technical support in Minot. The printer arrived at the Library early in January and teen staff have been working with it to understand how it operates and have also set up 2 training sessions for staff. Anderson provided the Library Board with the first draft of policies related to 3D printing and the Board agreed that $.20 base charge (based on weight) would be fair. No other concerns or comments were expressed.

b. **Collection Account Letters:** Anderson told the Board that staff were considering changing the letters sent to patrons with items 30+ days overdue and presented them with 2 versions of the letter and asked for any feedback they may have. The majority of Board members agreed that the shorter version of the letter was preferred as it was more “to the point.”

c. **Tool Library Liability Waiver:** Anderson shared the “Minot Tool Library Liability and Indemnification Waiver” as drafted by the AmeriCorps VISTA volunteers with help from the Assistant City Attorney. Anderson reminded Kramer and Kvigne that as members of the Board’s Personnel and Policy Committee, they will be asked to help review new policies for 2018, including those related to the Tool Library, 3D printer and more.

d. **2018 Updates/Goals:** Anderson reminded the Library Board that she will be out of the office for much of March due to surgery and the Board would need to either meet without her on 3/15 or move the meeting. The Board agreed to meet 3/8. Anderson told the Board that she hopes to have goals for 2018 at the February meeting and said that the major concern at this point is the vacancy of the Adult Services Librarian position. Anderson told the Board that there is the possibility of restructuring the organization chart to create Assistant Director and Circulation Supervisor positions, but Ackerman cautioned against reorganizing just because a position is unfilled. Ackerman moved that the Library Board Personnel and Policy Committee meet with the Library Director and other staff involved in the hiring process to discuss further. Olson seconded and the motion carried. Finally, Anderson informed the Building & Grounds Committee members that there would need to be a meeting in February to discuss planned projects for 2018 as well as long range projects.

Meeting Adjourned at 5:24 PM.

Lisa Olson, Secretary