Board Meeting Minutes

July 19, 2018

Board Members Present: Ackerman, Kramer and Kvigne
Staff Present: Anderson

The meeting was called to order at 4:15 pm. Ackerman moved to approve the agenda with the change noting the date of the minutes to be approved is actually June 26th not June 5th. Kramer seconded.

Ackerman moved to approve the minutes of the June 26th, 2018 board meeting and Kvigne seconded. Motion carried.

Anderson presented the July 2018 bills. Ackerman moved to approve the bills and Kramer seconded, motion carried.

Anderson also presented the detailed budget report for expenditures through June 2018 as compiled by the City’s Finance Department. Ackerman moved approval of the Financial Report and Kvigne seconded.

There were no personal appearances.

1. **July Director’s Report:** Anderson provided an activity report comparing June 2017 (and further back) to June 2018.
   a. Ackerman requested that Anderson find out what traffic/door count trends are at the Dickinson, Williston and Bismarck Public Libraries in order to see if MPL is on track with current trends in our region or below par. Anderson said she would contact these libraries and hopefully have more information by the next Board Meeting.

A. **Activities/Programs (June):**
   a. 14 Story Times – 477 attendees
   b. 3 CLC (Community Learning Center) programs - 52 attendees
   c. 10 Summer Programs – 652 attendees
   d. 7 “other” events (READ dog, Lego Club) – 307 attendees
   e. 2 Teen Movies – 28 attendees
   f. 1 Community Visit – 40 participants
   g. 1 Teen Craft/Trivia – 37 attendees
   h. 1 Teen Gaming Event – 10 attendees
   i. 2 Makerspace Programs – 25 attendees
   j. 1 Anime Afternoon – 10 attendees
   k. 1 Manga Club – 7 attendees
   l. 3 “other” events (Lock-In, Kick-Off, etc.) – 92 participants
   m. Tech Ed. @ the Parker – 3 attendees
n. Poetry Aloud Program – 7 attendees
o. T-shirt Workshop – 10 attendees
p. Family Board Game Creation – 11 attendees
q. 3 Tech Tutor Sessions completed
r. Color Me Happy Coloring Club – 11 attendees

TOTAL = 1,782

Reference Questions

- Community: 343
- Reference (children): 865
- Reference (adult): 584

A. Building & Grounds Updates

a. Retaining Wall/Rail (LIB024) → The project has been deemed substantially complete, though a change order will be included for Rolac to create the base for the digital sign.

b. Library Air Conditioning → The new chiller unit has been running since 7/6/18. The Library is now waiting for the final payment request which will need to be approved by City Council.
   i. On 7/2/18, City Council approved a transfer of funds from the Library’s cash reserves to Building & Grounds to replace a broken coil in the 2011 chiller. The part has been ordered, but Trane representatives have indicated that there is a delay in receiving these parts, but hope to get it within the next 4 weeks.

c. Digital Sign → Bid advertisements began running 7/13 and will run for 3 consecutive weeks with a Bid opening on 8/3. On first day that the ad ran, 3 companies requested the bid specifications package.

B. NDLA Annual Conference: Planning for the 2018 Annual North Dakota Library Association Conference in Minot is in progress. Anderson is serving as chair of the Local Arrangements Committee and has worked to reserve the Carnegie Center for the opening reception on Wednesday, October 3rd, arranged for entertainment to follow the banquet on Thursday, October 4th, and is working to line up vendors and prepare T-shirts and other products for the conference. Other MPL staff are working on other elements of the conference; Josh Pikka has taken over website maintenance for NDLA. Paulette Nelson is working on auction items for the charity auction as well as table decorations and other staff will be included in planning once we finish the summer programs.

C. Great Tomato Festival: Anderson will be spending much of the next 2 weeks gathering silent auction items as these are due by 7/27/18. We will again be having two “wine wall” silent auction options (one for sweet wine and one for dry) and would appreciate any wine donations. In addition to silent auction and live auction items, the Great Tomato Festival is also raffling $50 tickets for a chance to win either a trip to New York City or Cancun (the winner gets to select which trip) and Anderson is selling these tickets. There are only 200 of these raffle tickets and the Committee hopes to have them all sold prior to the Great Tomato Festival.

D. Adult Services Librarian: Jessica Mason, from Champaign, Illinois, accepted the position of Adult Services Librarian on 7/8/18. Jess will be moving to Minot in early August and will begin work with the Minot Public Library on 8/6/18. Anderson and other staff will spend several weeks training her and assisting her in her new role.

E. Friends of the Library: The Friends of the Minot Public Library met on 7/10/18 and have decided to have a one day book sale on Thursday, 8/16/18. Rather than charge specific prices for this sale, the Friends have decided to make it a “Free Will Offering” as it has been suggested that this may increase revenue. The Friends have also set tentative dates for a fall book sale and approved funding for teen Summer Reading Program prizes, the Peddler newsletter and rental fees for the opening reception of the NDLA conference.

F. MSU Summer Theatre: The Library has been given the opportunity to set up a table and some children’s games for each performance of MSU Summer Theatre’s “Seussical” from 7/16 – 7/22
starting at 7:00 pm. Staff will be helping kids with games and also sharing information about the Library’s many services. Anderson has been working with the Children’s Library staff to arrange materials, games and staffing. Any Board members interested in volunteering are welcome to help!

G. **Library Promotions:** The MPL Marketing Committee met to finalize some upcoming events and promotions. Volunteers are needed to work a back-to-school fair at the auditorium on 8/14 and community fair at MSU 8/23. Staff are also working on setting up a table at Walmart in August to survey people on whether or not they use the Library. The Committee also discussed whether or not to consider promoting the Library on billboards and will address this at the next meeting. Anderson requested that the Library Board’s Programs and Public Relations Committee be invited to the next meeting. Finally, Anderson has opted not to continue publishing the *Peddler* newsletter since many are discarded after each “season” and the monthly calendars Randi Monley has created seem to be just as effective, if not more.

H. **Director’s Activities:** Anderson attended all three of the City of Minot’s Budget Workshops in June as well as the Committee of the Whole meetings and both July City Council meetings. Anderson also hosted the annual Volunteer Appreciation event on 6/27 for the Library volunteers where about a dozen volunteers enjoyed desserts made by the staff in appreciation of their dedication to serving Library patrons. Anderson presented at the Lion’s Club on 6/25 and helped serve food at the City employee picnic on 7/11. Anderson worked on wrapping up the installation of the new chiller unit and attended a Library Technology Committee meeting and Marketing Committee meeting in early July. On 7/13, Anderson met with the program coordinator for the ND Humanities Council to discuss the Library’s partnership with their “Game Changer” program. In July, Anderson will take over as chair of collection management for the ND Digital Consortium, which oversees the ND libraries using OverDrive digital books and videos; she has spent time learning what is needed for this and also training the incoming chair of the consortium who will take over this position Anderson held. Anderson began mid-year employee reviews with the goal to have all of them completed before the Adult Services Librarian starts.

1. **Board Business**

   a. **2019 Library Board Vacancies & Positions:** Ackerman moved that VanDelinder be elected Board President, Kvigne Board Vice President and Olson Board Secretary. Kramer seconded and the motion was carried by the following roll call vote: ayes: Ackerman, Kramer and Kvigne.

   b. **Report of the Library Merger Committee:** Anderson provided minutes from the Library Merger Committee’s second meeting as well as a purpose statement. The Mayor appointed the existing members of the committee to the Library Merger Committee on July 2nd which formalized the committee. Anderson also reported that she and the WCPL Administrator presented the purpose statement to the Ward County Commissioners in the form of a resolution. The Commissioners made two minor changes to the resolution and voted to approve the resolution with these changes and to appoint two Ward County members to the existing committee. The next steps for the Library Merger Committee are to do a space analysis and inventory comparison, but future meetings should wait until the new members are appointed.

   c. **2019 Library Budget Update:** Anderson shared a questionnaire the City Manager had asked all Department Heads to complete regarding how the departments have tried to save money and reduce spending. She supplied her answers to these questions as well as the Budget schedule for the upcoming months. Ackerman pointed out that it may be beneficial to see how the Library’s budget has changed in comparison with adjustments for inflation and population increase.

Meeting Adjourned at 5:15 PM.

Janet Anderson, Acting Secretary