Board Meeting Minutes  

July 20, 2017

Board Members Present: Ackerman, Kramer, Kvigne, Olson, VanDelinder

Anderson called the meeting to order at 4:17 pm and introduced the new Board Member, Chris Kramer. Olson moved to approve the agenda as written and Ackerman seconded.

Ackerman moved to approve the minutes of the June 2017 meeting and Kvigne seconded. Motion carried.

Anderson presented the July bills to-date (which do include some June bills received since the June Library Board meeting). Ackerman moved to approve the bills, Olson seconded and the motion carried.

Anderson presented the June 2017 Financial Report from the City of Minot which represents 50% of the year. Anderson pointed out that the Library has only spent 43% of the 2017 budget. Ackerman asked if the Board could be provided with more detail on the Library’s revenue as it is known that revenue is down for 2017 and the Library needs to make sure that expenses are decreased in proportion with revenue. Anderson said that she would provide this at the August meeting. Ackerman moved to approve the report and Kvigne seconded the motion.

There were no personal appearances.

1. **June Director’s Report:** Anderson provided an activity report comparing June 2016 (and further back) to June 2017. Per the previous Library Board meeting, Anderson clarified the programs graph and moved the reference questions to the written Director’s Report.

A. **Activities/Programs (June):**
   a. 16 Story Hours - 461 attendees
   b. 2 CLC (Community Learning Center) Programs – 57 attendees
   c. 14 SRP (Summer Reading Programs) – 632 attendees
   d. 3 “other” programs (Legos, Read Dog, Movies, etc.) – 52 attendees
   e. 2 Teen Movies – 32 attendees
   f. 1 School/Community Visits – 70 participants
   g. 1 Teen Craft/Trivia Event – 24 attendees
   h. 1 Gaming Events – 7 attendees
   i. 3 Makerspace Event – 51 attendees
   j. 2 Manga Club – 21 attendees
   k. 3 “other” teen events (mini golf, SRP kick-off): 92 participants
   g. 9 Tech Tutor Sessions completed
h. Color Me Happy Coloring Club – 12 attendees
i. Scheels at the Library – 17 attendees
j. Alcoholics Anonymous “Their Story” – 15 attendees
k. 1 Tech. Ed Classes @ Parker – 2 participants

TOTAL = 1,554

Reference Questions
- Community: 627
- Reference (children): 718
- Reference (adult): 614

B. Building & Grounds Updates

a. Exterior Renovation (LIB024) → Work has been delayed as more bricks had to be ordered and the wrong ones were sent. Work is expected to pick up again the week of 7/17. The next major step will be fabricating and installing the rail. A construction meeting will be held 7/25/17
   i. Ackerman asked Anderson to confirm if the cap sizes were sized correctly for the walls since some walls are wider than others.

b. Library Roof: TectaAmerica performed an inspection of the Library’s roof on 7/7/17 and found some maintenance issues that will eventually need to be addressed. Their rough estimate for repairs is $4,523.
   i. VanDelinder and Ackerman recommended that the roof repairs be taken care of this year, if financially possible. They also directed Anderson to check the warranty on the roof.

c. Library Air Conditioning: The air conditioning unit on the west side of the building appears to have a small leak and Mowbray & Sons inspected the unit and filled it, but did not advise any immediate work. However, this unit will need to be serviced and cleaned before winter.

d. Circulating Fans: Following the Xcel power outage earlier this month, the Library’s circulating fans stopped functioning properly. Scott worked with ProControls and Xcel to get them running again and he replaced fuses. We will continue to monitor these for future issues.

C. Friends of the Library: The Board for the Friends of the Minot Public Library met at the end of June to discuss a Board vacancy, book sales and other projects. The members decided to hold a one day book sale on 8/17. Board members also approved to provide funding for the renewal of the Library’s online language-learning digital resource (Pronunciator) and to purchase the Children’s Library an “After School Edge” computer which provides educational games for children. Anderson also informed the members that with a tighter City budget it is likely that she will be requesting more financial support in 2018.

D. Staffing Updates: MPL hired Holly Hensley to be the part-time Administrative Assistant. Holly began working 6/28/17 and Anderson will continue training her for the next several weeks.

E. City of Minot Birthday Event: Anderson was asked by the City Manager to assist on the planning committee for Minot’s 130th “birthday” event scheduled on 7/16/17. Anderson
attended several planning meetings and also arranged food and beverage and coordinated with the Minot Area Council of Arts and Minot City Band to organize music.

F. **Build Minot:** Anderson and Library Associate Randi Monley met with the City Manager, City Planner and City PIO to discuss the results of the Build Minot community engagement campaign and to determine the next steps. It was decided that a report will be put together and provided to the City Council at their October meeting. City staff were optimistic that some of the input would be helpful in current and future projects.

G. **Tool Library:** The Library was approached by Minot’s Resilience AmeriCorps VISTAs to create a partnership to create a Tool Library in Minot. This lending library will be a free service that will allow MPL patrons to borrow gardening, landscaping, and home improvement tools. The goal is to promote self-sufficiency among Minot residents by providing them with the necessary tools to complete their projects. MPL staff will catalog the tools and patrons will be able to reserve them for a pick-up. MPL staff are also working with the VISTAs to create waivers and procedures for checkout. Some tools have already been donated by Habitat for Humanity and the Library will be hosting a “Tool Drive” on September 1st while the VISTAs continue to seek partnerships and donors. The goal is to have the Tool Library up and running this fall.
   i. Board members asked who would be responsible for inspecting the tools and Anderson told them that the Vistas have asked the City of Minot building inspectors if they would assist with this.
   ii. The Library Board also recommended that there be a small fee to use the Tool Library as inspections, repairs and replacements could become costly. Anderson said that she would bring this up at the next meeting with the Vistas.

H. **Director’s Activities:** Anderson submitted the 2018 budget to the City of Minot on June 19th. Anderson attended meeting for the City Council Orientation and presented at the Orientation on June 22nd. Anderson attended 2 meetings for the Great Tomato Festival and contacted approximately 34 businesses about silent auction donations, securing 18 donations as of 7/14. Anderson interviewed 3 candidates for the Administrative Assistant position and began training the new hire. Anderson has been working to arrange for staff training and met with the Library’s Policy & Procedure Committee and the Marketing Committee. Anderson attended 4 City Council meetings, 1 staff meeting, and did interviews for WGO, KXMC and a podcast.

2. **Board Business**
   a. **Library Project Updates:** Anderson provided the following information on the Library’s two 2017 projects:

<table>
<thead>
<tr>
<th>LIB022 - Library Server</th>
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<tbody>
<tr>
<td>Budget = $32,500.00</td>
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<tr>
<td>Expenses:</td>
</tr>
<tr>
<td>6/9/17 $1,501.09</td>
</tr>
<tr>
<td>6/2/17 $24,880.00</td>
</tr>
<tr>
<td>6/19/17 $205.11</td>
</tr>
<tr>
<td>Remaining Balance = $5,913.80</td>
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</tbody>
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   Main Electric Construction invoice # 41137
   Main Electric Construction invoice # 41138
   High Point Networks Fiber Cable Installation
LIB024 - Library Exterior Wall
Budget = $227,047.96

Expenses:
- 2/28/2017 $12,910.83 JLG Architects invoice # 16187-1
- 3/28/2017 $240.90 Minot Daily News
- 3/31/2017 $3,200.00 JLG Architects invoice # 16187-2
- 4/30/2017 $1,155.79 JLG Architects invoice #16187-3
- 7/11/2017 $1,386.06 JLG Architects invoice #16187-4

Remaining Balance = $208,154.38

**Anderson mistakenly listed the 3/31/2017 invoice originally as $32,000, but this error was identified during the meeting.

b. **2018 Budget Update:** Anderson informed the Board that the 2018 Budget will be presented to the City Council at the 8/7/17 meeting. Anderson said that the Library’s budget has not been questioned so far, but did say that there is still the possibility of more reductions needed for 2018. The Q&A Committee of the Whole meeting regarding the budget will be held 8/29 at 4:15 pm with a public hearing on 9/14 at 6:30 pm. Anderson continues to identify other potential savings in case the Library is asked to reduce spending more than the 10+% in the submitted budget.

c. **Great Tomato Festival:** Anderson reported that there have been more than 80 sponsors secured for the Great Tomato Festival and over 250 silent auction items for the event which is Wednesday, August 9th. Anderson requested that Board members donate wine and/or beer for the wine wall and beer “cooler” silent auction items. Volunteers are also still needed, but Anderson was not aware whether servers are still needed. Ackerman said he would be willing to serve and Kvangne, Kramer and Olson all said they would volunteer for food prep. Ackerman also suggested separating the wines for the wine wall into 2 silent auction items: one with dry wines and the other with sweeter wines. Anderson said she would pass all this information onto the Great Tomato Festival committee.

Meeting Adjourned at 5:20 PM.

Lisa Olson, Secretary