Board Meeting Minutes

February 21, 2019

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

The meeting was called to order at 4:24 pm. Olson moved to approve the agenda, Ackerman seconded and the motion carried.

Ackerman moved to approve the minutes of the January 2019 board meeting and Olson seconded. Motion carried.

Anderson presented February 2019 bills to-date. Ackerman moved to approve the bills and Olson, motion carried.

Anderson also presented the detailed budget report for expenditures through January 2019 as compiled by the City’s Finance Department as well as the “13th month” report for 2018. Ackerman asked if the City Comptroller and/or City Finance Director would be able to clarify what the total available cash reserves are and what amount is required to be held. Ackerman also asked if any of the funds had been from sales tax. Anderson said she would find this information out and also invite the City Finance Director and Comptroller to attend the march Library Board Meeting. Ackerman moved to approve the financial report and Olson seconded, motion carried.

There were no personal appearances.

1. February Director’s Report: Anderson provided an activity report comparing January 2018 (and further back) to January 2019.

A. Activities/Programs (January):
   a. 13 Story Times – 211 attendees
   b. 7 CLC Programs – 152 attendees
   c. 3 Head Start Visits – 262 participants
   d. 3 ASK (After School Kids) Programs – 41 attendees
   e. 3 “other” events (READ dog, Movie, Lego Club) – 70 attendees
   f. 2 Teen Movies – 16 attendees
   g. 1 Visit/Tour – 24 (Cub Scouts)
   h. 1 Teen Craft – 10 attendees
   i. 2 Teen Gaming Events – 17 attendees
j. 1 Makerspace Program – 4 attendees
k. 1 Quills Teen Writing Group – 8 attendees
l. 1 Manga Maniacs & a Show – 9 attendees
m. 1 “other” teen event – 16 attendees
n. Tech. Ed. at the Parker – 3 attendees
o. Coffee & Conversation – 9 volunteers & 1 participant
p. Publish or Perish Writing Group – 6 participants
q. Tech. Ed at Edgewood – 4 attendees
r. Books ‘N Brew – 8 attendees
s. 3D Valentine’s Day Design – 12 attendees
t. MPL Game Night – 13 attendees
u. Color Me Happy Adult Coloring Club – 16 attendees
v. 12 Tech Tutor Sessions completed

TOTAL = 923

B. Building & Grounds Updates
   a. Digital Sign → The only remaining work to be completed on the sign is to remove the “Minot Public Library” lettering from the sign on the walkway and affix it to the black box to the left of the sign. Rolac has said that this was not part of the quote they provided to do the work, so Anderson has asked Indigo to look into whether or not they can do this. This work will have to wait until spring to be completed.
   b. Exterior Renovation → The amendment to the existing contract with JLG for the amount of $47,000 for further design has been signed by the Mayor and the funds encumbered into 2019. This should allow JLG to complete designs for the exterior and in order to do this, JLG would like to meet with the Library Board’s Building & Grounds committee sometime this winter or spring to discuss the future plans.
   c. Annual inspection → Building Maintenance Supervisor Scott Timothy has completed his annual building inspection and will compile the results to be presented to the Library Board’s Building & Grounds committee. Throughout the inspection he repaired items that were able to be taken care of, including patching some walls and repairing the faucets in the foyer bathrooms.

C. Friends of the Library: After having to reschedule twice due to weather, the Friends of the Library Board was able to meet 2/5/19. The Board approved more than five thousand dollars in requests for the Library and scheduled a one day Book Sale on 3/6/19 and the spring Book Sale 4/24/19 – 4/27/19. The group also discussed goals for 2019, including funding a large project for the Library and increasing membership. Anderson and Hensley worked on a membership drive mailing and Anderson will look for potential funding opportunities.

D. New Services in 2019: MPL staff have been working on adding some new services to the Library for 2019. Children’s Librarian, Paulette Nelson, has received a donation of a 3-wheeled bicycle and funding from the Friends for the creation of a “Book Bike.” The Fargo Public Library has a Book Bike which they use to bring to outreach events and Nelson is working with Building Maintenance Supervisor Scott Timothy to build a shelf/box for the bicycle so that it can start being used this summer. In addition, Adult Services Librarian Jessica Mason and Technology Coordinator Josh Pikka have been working on gathering a circulating board game collection. Anderson visited the Bismarck Public Library on 2/6 and met with the staff who
started that library’s board game collection to help develop procedures on how these items will be circulated.

E. **State of the City:** Anderson led most of the activities that involved children for the State of the City on 1/31/19. In addition to arranging the judges for the Mayor’s Youth Challenge, Anderson contacted finalists and winners and also assisted with the Western Plain’s Junior Choir for their singing of the National Anthem. Anderson, Mason and Nelson attended the event and staffed a table with information about MPL.

F. **NDLA Legislative Committee:** As co-chair of the North Dakota Library Association’s Legislative Committee, Anderson traveled to Bismarck on 2/6 to meet with the committee in order to discuss updates and plans for the remainder of the Legislative session. On 2/7, Anderson and staff from the Bismarck Public Library staffed bags with information about ND libraries and brought them to the Capitol for all the Legislators. Anderson has reached out to ND public libraries asking for their stories and more information to help support the State Library’s budget.

G. **Director’s Activities:** Anderson attended Collection Management training on 1/29 and 1/31 and on 2/8 participated in a conference call with members of Cities of Service to discuss the MPL Tool Library and answer questions other groups had about starting a Tool Library. Anderson met with the MPL Education Committee on 1/30 and spent time planning the staff in-service which took place 2/18. Prior to the Library Merger Committee meeting on 2/13, Anderson met with the City’s Finance Director Dave Lakefield on 1/29 and 2/5 (along with Tom Barry) to work through the expense forecasting for the potential merger. Much of the end of January and beginning of February was spent working on the presentation for the Library Merger Committee. Anderson met with the MPL Marketing Committee on 2/4/19 and the committee discussed goals for 2019, including requesting funding from the Friends of the Library and changing the committee’s focus from just marketing, to outreach. Anderson met with a representative from the Environmentally Minded People of Minot group and organized a panel discussion on Climate Change which will take place on 2/28. The Library is also working with Full STEAM Ahead and Main Street Books to host a children’s/family poetry event in April and Anderson met with Lisa Olson and Chris Owen to discuss partnering for Juneteenth events this summer. Finally, Anderson presented information about the Library to City Council (including the 2018 Annual Report) on 2/19.

H. **Board Business**
   
a. **2019 Staff In-Service Update:** Anderson shared that the staff in-service held on 2/18/19 had allowed staff to cover a wide variety of topics including customer service training, library visioning, policy & procedure training and also complete some projects and do some brainstorming for upcoming library programs.

b. **Update on Library Merger Committee:** Olson shared that the Library merger Committee met on 2/13/19 and decided on a recommendation to continue looking into a merger. This recommendation will be presented to the City Council and County Commissioners in early March and if approved the Library Merger Committee will continue working toward a merger. Anderson shared that the staff have many reservations as do some committee members and members of the public. However, the Committee is working hard to make sure that any recommendations are in the best interest of the patrons and if this decision is headed to a public vote the two Library Directors will take on a public outreach campaign to educate everyone. Ackerman noted
that the biggest obstacle at this point is determining the governance/control of the libraries and he suggested that Anderson include the resolution approved by Council and Commission at the presentations. Ackerman also suggested having copies of draft agreements between the County and City at the next Library Merger Committee meeting. Anderson said she is already working on this and will make sure to include it at the 3/25/19 meeting if the Council and Commission vote to approve the Committee’s recommendation.

c. **Building & Grounds Committee Meeting:** The Library Board Building & Grounds Committee (Ackerman and Olson) will meet with JLG and library staff on March 25th following the Library Merger Committee meeting.

d. **Approval of Revised “Rules of Conduct”:** Anderson provided a revised “Rules of Conduct” which now indicates that people within the library must keep their shoes on. Anderson explained that this was a concern that came from the staff in-service and that it’s not just a matter of hygiene, but safety. Ackerman asked if the staff were prepared to enforce this rule and Anderson said they were. Ackerman moved to approve the change to the MPL “Rules of Conduct” and Olson seconded. The motion carried.

e. **2019 Goals:** Anderson presented the overall goals for the Library in 2019, including the metrics which will determine if these goals were successfully met. These goals have been submitted to the City Manager and City Council and will be reviewed throughout the year.

Meeting Adjourned at 5:19 PM.

Lisa Olson, Secretary