Board Meeting
February 19, 2015

Board Members Present: Gessner, Olson, VanDelinder, Ackerman (via phone)

Staff Present: Anderson

President Susan Gessner called the meeting to order at 4:12 PM.

The agenda was approved with no changes. Moved by Ackerman, seconded by Johnson

Olson moved and Johnson seconded the motion to approve the minutes of the January 15, 2015 meeting. Motion carried.

Johnson moved and Olson seconded the Motion to approve the February 2015 budget expenditures of $162,590.10, February memorial expenditures of $2,986.45 and Makerspace expenditures of $771.40. Motion Carried.

An in-depth financial report was provided for the end of the 2014 budget year and for expenditures and revenue as of February 1, 2015. It was decided that further explanation of these reports (which are provided by the City of Minot) was needed and that Library Director Anderson would ask the city’s Finance Comptroller Sue Greenheck to attend the March meeting to better explain the reports.

1. February’s Director’s Report:

2. Activities/Programs (January):
   a. 9 Story Hours – 155 attendees
   b. 6 CLC (Community Learning Center) Programs – 150 attendees
   c. 3 Head Start visits – 255 attendees
   d. 3 ASK (After School Kids) Programs – 24 attendees
   e. 5 “other” programs (LEGO Club, Guys Read, Frozen Party, National Geography Bee, READ Dog) – 736 attendees
   f. 2 Teen Movies – 12 attendees
   g. 2 Gaming Events – 23 attendees
   h. 1 Teen Animal Shelter visit & Craft – 21 attendees
   i. Geek Game Day & Chili Cook-Off event – 25 attendees
   j. 15 Tech Tutor Sessions completed

3. Foundation Center Training: MPL is a member of the Funding Information Network through the Foundation Center. As a member we receive print materials and electronic access to the Foundation Directory which assists individuals and groups looking for
grants. On Wednesday, April 1st a representative from the Foundation Center will be visiting Minot to conduct staff training and FREE training to the public.

4. **Geek Your Library:** All month in February the Minot Public Library “geeks” Blind Dates with Books. Check out the display at the top of the stairs! In March, we will “geek” technology in conjunction with Teen Tech Week and the anticipated opening of the Makerspace. We have already set up a “Geek Nook” event on Tuesday, 3/10 with Barnes & Noble and are working on a technology petting zoo with Best Buy.

5. **Building & Grounds Updates**
   a. Hazardous Mitigation Project → Wright Brothers provided a “look-ahead” schedule to Anderson, Wade & Whitty 2/6/15. [provided]
      i. As of 2/13/15: Waste soil has been removed from the site and ramped into the excavation.
   b. Repair on West Precast Wall → On hold until above completed
   c. Boiler & Humidification Replacement → City Council approved additional funds from the Sales Tax Major Projects account on 2/2/15 [provided]
   d. Merging Electronic Controls for AC → To be completed by ProControls in conjunction with Boiler/Humidifier work (quote received & within budget)
   e. January Plumbing Expense → Received invoice from C&C Plumbing for issue in January

6. **RFID Project:** On schedule to complete in 2015

7. **Makerspace:** Staff have decided for space and financial reasons to move the location of the Makerspace from the under the south portion of the east mezzanine to under the north portion of the mezzanine. Space has already been cleared out and two floor outlets for electricity and data should be installed by the end of the month.
   a. Lisa Fosburg, one of our Library Pages, accepted the temporary position of Teen Library Assistant for 10 hours every week (in addition to her Library Page duties). Lisa has been a tremendous help already helping get the space ready.
   b. In addition to interviewing Librarians in Colorado, Teen Librarian Pam Carswell conducted a phone interview with an Illinois Librarian who has been through the process of setting up a Makerspace. Having input from other libraries is proving to be very helpful in our planning.
   c. Much of the Makerspace equipment has already been ordered. Software and furniture will be ordered later in the month for an anticipated “opening” in mid-March.

8. **L3 and iLead Grants:** MPL has been awarded the L3 grant to build partnerships with the Ward County Library, Adult Learning Center, Minot Public Schools and Minot Park District in order to create “Literacy Walking Paths” throughout the city. [provided] MPL has also been approved to participate in the ILEAD (Innovative Librarians Explore, Apply and Discover) initiative to collaborate with other local librarians on a project called “Robot Minot” that involves area libraries checking out makerboxes that include all the materials needed to make robotic creations. Staff will be attending training the last week of March.
9. **Research Institute for Public Libraries**: Janet has received a scholarship to attend RIPL in Colorado Springs, CO July 27\textsuperscript{th} – July 30\textsuperscript{th}. The Institute will offer activities and resources for attendees to learn how to use data for planning and demonstrating impact and will be especially important to MPL as we will be looking at more community involvement in our upcoming long-range planning.

10. **Adult Services Librarian**: On 1/28/15 we offered the position of Adult Services Librarian to Brendan Chella who accepted on 2/1/15. Brendan has worked in libraries in his hometown of Buffalo, NY as well as in Mississippi. Brendan will be moving here from New York and start work at MPL on 3/2/15.

**Board Business**

a. **2015 Association Fees**: Library Director Anderson reminded the Board that as trustees all are entitled to memberships in the Mountain Plains Library Association and the North Dakota Library Association. Anderson also shared associated costs for these and other associations the library/library director have previously belonged to. Anderson would like to add the Minot Downtown Business Partners Association to existing memberships and also pay for professional library staff to join the North Dakota Library Association. No objections were placed and Anderson submitted membership applications for the Minot DBPA and for MPLA and NDLA in March.

b. **Consider 2015 Books, Materials, and Electronic Resources Budget**: The 2015 Books, Materials and Electronic Resources Budget was provided. Anderson explained some areas that had previously been combined were now broken out (for example: Science Fiction and Western Fiction have now been separated from general Fiction) and staff responsible for purchasing has shifted.

c. **Library Mission, Vision, Goals**: Board members were provided with the Minot Public Library’s Mission statement and Anderson explained that the Long Range Planning Committee (now called the Strategic Planning Committee) for the library had not yet met, but would be revising goals for 2016 and beyond in March.

d. **Libraries to survey for Salary Survey**: A list of libraries to be surveyed for the 2015 Salary Survey was provided with only one change. Per Jerry Kaup’s advice, a library in Minnesota was removed from the list as we have not received responses in the past.

e. **Consider Building & Safety Inspection Report**: Anderson provided the results from the staff Building & Inspection Report along with a timeline for miscellaneous building projects to be completed.

**Other**

a. Board Members asked that a list of Library Board Committees and members be e-mailed to them so that committee meetings could be set at the next meeting.

Meeting Adjourned at 5:00 PM.
Lisa Olson, Secretary