Board Meeting Minutes

August 20, 2015

Board Members Present: Gessner, Johnson, Olson, VanDelinder, Ackerman

Staff Present: Anderson

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

The agenda was approved as presented

Ackerman moved and Olson seconded the motion to approve the minutes of the July 16, 2015 meeting. Motion carried.

Ackerman moved and Olson seconded the motion to approve the August 2015 budget expenditures of $156,395.05 and memorial expenditures of $1,227.68. Motion carried.

The Library’s Financial Report was reviewed and Ackerman moved to approve, seconded by Olson.

1. August Director’s Report: Anderson reported on the following:

   A. Activities/Programs (July):
      a. 22 Story Hours – 483 attendees
      b. 4 CLC (Community Learning Center) Programs – 117 attendees
      c. 3 Tour – 27 attendees
      d. 4 “other” programs (LEGO Club, Read Dog, Title 1 Fair, Book Buddies, Lego Robotics meeting) – 337 attendees
      e. 14 Summer Reading Programs - 473 attendees
      f. 5 Movies – 24 attendees
      g. 1 TAG Meeting – 8 attendees
      h. 2 Gaming Events – 31 attendees
      i. 2 Makerspace program – 26 attendees
      j. 5 “Other” Teen Programs (crafts, trivia, etc.) - 40 attendees
      k. 7 Tech Tutor Sessions completed
      l. The Overnighters Program – 35 attendees

      TOTAL = 1608

   B. Building & Grounds Updates
      a. Boiler & Humidification Replacement (LiB013) → No changes
      b. HVAC Electronic Controls Upgrade (LiB014) → No changes
      c. Hazardous Mitigation Project (LiB016) → Work is approximately 90% complete with the major remaining work to be landscaping. The Wright Brothers contractors are having to redo the lawn as the ground was not correctly
prepared before seed was sprayed. Seed also has to be sprayed in back where lawn was damaged from the generator installation, this will be the responsibility of Main Electric.

d. Lawn → There are 2 small areas of lawn on either side of the front hazardous mitigation work that need to have the hydoseed sprayed due to damage from the 6th Street project. Birdys Hydromulching will do this work for an estimated cost of $1,500

e. Building Assessment → Representatives from Ackerman-Estvold, Anderson, Wade & Whitty and Prairie Engineering walked through the library in July to look for areas where maintenance may be required and also looking for any areas that could be improved. We are still waiting on the final report.

C. **2016 Budget**: The Library’s 2016 budget was presented to the City Council. The remaining timeline is as follows:
   - August 27, 2015 @ 4:15 pm: Meeting of the Whole
   - September 14, 2015 @ 6:30 pm: A Public Hearing will be held
   - September 21, 2015 @ 6:30 pm: Final Reading of the Budget
   - October 5, 2015 @6:30 pm: Final hearing/approval of budget by City Council

D. **Great Tomato Festival**: The 27th Annual Great Tomato Festival was one of the best ever will close to 1,100 tickets sold, over 300 silent auction items and more than $35,000 in sponsorships sold. Total estimated GROSS revenue is $60,000. A wrap-up meeting will be held on 9/9 and finalized numbers will be known at that time.

E. **Library Telephone Upgrade**: MPL phones were upgraded and installed beginning the week of 8/10/15. The technicians did run into some trouble connecting the Library’s system to the City’s phone system which caused the process to take longer than expected.

F. **Summer Reading Program**: MPL wrapped up the 2015 Summer Reading Program with 891 children, 167 teens and 192 adults registered for the three different summer reading programs. Hundreds of kids attended the Super Duper Fun Reading Day to wrap up the Summer Reading Program, held at the South Hill Complex in conjunction with the Minot Rec. Department.

G. **RIPL**: Anderson attended the first-ever Research Institute for Public Libraries 7/27 - 7/30. This was an intensive “boot camp” style institute focused on how to conduct and present research in your community and how to ensure that your library is seeing the outcomes desired. Attendance at RIPL was made possible through a scholarship from the ND State Library.

H. **MPL Staff Appreciation**: On 8/14/15 MPL hosted a Staff Appreciation pizza and ice cream party to thank staff for their dedication to the library. Combined, MPL has 228.10 years of experienced staff from our newest employee who’s been on the job for 4 months to our longest employed staff member with 36.3 years of experience!

I. **Upcoming Conferences**: The North Dakota Library Association Conference is being held 9/16-9/18 in Jamestown. Anderson, Paulette Nelson and Pam Carswell will be attending as presenters from MPL. Also in attendance will be Mary Wheeler who is the Technical
Services Roundtable Chair-Elect for NDLA. Anderson is also the Chair-Elect for NDLA’s New Members Roundtable. The Mountain Plains Library Association will be held in Cheyenne, Wyoming 9/23-9/25. Anderson, Nelson and Matthew Derpinghaus will be attending this conference.

J. **Training:** Anderson and other MPL staff participated in Active Shooter training from the Minot Police Department on 7/22, Patron Confidentiality Training from the ND State Librarian on 8/13 and also attended the State Summer Summit on 8/13.

2. **Board Business**
   a. **Library Mission Statement, Vision Statement & Strategic Plan:** It was decided to present the Library’s new mission statement as just “Connects, Enrich and Inspire”. This was agreed upon by general consensus with some discussion as to whether or not the gerund tense (“-ing”) should be added to the end of the words making it more impactful. The Board asked Anderson to send them versions of both.
      i. Definitions and samples of vision statements were presented and discussed. The Board narrowed down a few samples they liked and some key visions they wanted addressed and requested that Anderson send them a “working” version as soon as possible so that they could review and be prepared to make a recommendation at the next meeting.
   b. **Evaluation of Human Resources Policy:** Anderson reminded the Board that there were still areas of the Human Resources Policy that needed to be updated and reviewed. Based on previous Board Meetings it was determined that the Personnel & Policy Committee of the Library Board should review the policy and then meet to discuss changes. The committee selected Wednesday 10/7/15 at 4:15 pm to meet and asked Anderson to send them a copy of the current HR Policy.
   c. **Reschedule September Meeting:** Due to conflicts with the NDLA Conference, Anderson requested that the September Board Meeting be moved from 9/17/15. The Board agreed to meet on Monday, 9/14/15 at 4:15 pm.

Meeting Adjourned at 5:16 PM.

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Lisa Olson, Secretary