Board Meeting

March 31, 2015

Board Members Present: Gessner, VanDelinder, Johnson, Olson

Staff Present: Anderson

President Susan Gessner called the meeting to order at 4:25 PM.

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

Johnson moved and VanDelinder seconded the motion to approve the minutes of the February 19, 2015 meeting. Motion carried.

Johnson moved and VanDelinder seconded the Motion to approve the March 2015 budget expenditures of $131,435.48, March memorial expenditures of $643.65 and Makerspace expenditures of $14,623.83. Motion Carried.

After reviewing the in-depth financial reports provided for February 2015 president Gessner requested that the board be provided with quarterly reports at the next meeting with major projects/purchases highlighted. It was decided that the reports provided by the City of Minot are too cumbersome and the Board would like to see highlights rather than the complete reports.

1. February’s Director’s Report:

2. Activities/Programs (January):
   a. 16 Story Hours – 376 attendees
   b. 8 CLC (Community Learning Center) Programs – 189 attendees
   c. 3 Head Start visits – 234 attendees
   d. 3 ASK (After School Kids) Programs – 18 attendees
   e. 1 Library Tour – 17 attendees
   f. 3 “other” programs (LEGO Club, Guys Read, Vacation Day Program) – 68 attendees
   g. 3 Teen Movies – 28 attendees
   h. 2 Gaming Events – 27 attendees
   i. 1 Movie & Craft program – 16 attendees
   j. 23 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**: February “Blind Date With a Book” went pretty well, but March’s “Geek Nook” program with Barns & Noble only had 3 attendees. The April program will be Do-It-Yourself Spring Cleaning Recipes and will be held at the Ward County Library so they will take the lead. The campaign will wrap up in May with programs at both libraries related to gardening. We will continue to put up posters and display photos on our Facebook page through the end of May.

5. **Building & Grounds Updates**
   a. **Boiler & Humidification Replacement** → Met with C&C Plumbing 3/13/15 along with Tim from Weatherman who took samples to be analyzed for asbestos. C&C are ready to order the boilers and humidifiers and get started on work, but we will have to wait for asbestos results and necessary abatement work. However, all parties agree that work should be able to begin in April.
   b. **Merging Electronic Controls for AC** → C&C Plumbing and Prairie Engineering will keep me updated on progress and let me know when to contact Arnie with ProControls to begin working on the electronic controls for the HVAC.
   c. **Generator** → As part of the Hazardous Mitigation Project, a generator will be installed behind the library building. The concrete pad is complete and Main Electric plan to bring the generator on 3/16/15

6. **RFID Project**: On schedule to complete the tagging of materials in 2015. Equipment still needed before the RFID project is totally complete include new security gates ($15,000) and an inventory wand ($8,000). These will need to be worked into the 2016 Budget.

7. **Makerspace**: Hardware and software for the Makerspace are mostly in place and ready to go. Teen programs are already planned through spring and Pam has started planning for summer programs as well. Policies and procedures related to the items in the Makerspace are still being worked out, but we plan to have most everything ready for a March 24th “Grand Opening”.

8. **L3 and iLead Grants**: Pam and Paulette will be in Bismarck 3/23-3/26 for the first of three training sessions as a part of the L3 grant they’ve been awarded 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. Pam is working to coordinate a meeting for the ILEAD (Innovative Librarians Explore, Apply and Discover) partners she is working with to collaborate on the “Robot Minot” project.

9. **Summer Reading Program**: Plans for the Summer Reading Program are underway with a kick-off date of June 8th and a wrap-up party for August 13th. This year’s themes are centered around super-heroes and for the first time, we will be offering an Adult Summer Reading Program where adults can sign up and receive prizes!

10. **Adult Services Librarian**: Brendan Chella began as the Adult Services Librarian on 3/2/15 and has completed most of the training for this position. He begins his regular work
schedule 3/16/15 and will assume duties such as scheduling, hiring, supervising and evaluating staff, collection development and adult programming.

Board Business

a. **Library Board Committees:** The Budget & Finance Committee (Ackerman & VanDelinder) and Building & Grounds Committee (Ackerman & VanDelinder) will try to meet sometime in May. Library Director Anderson will e-mail the two committee members and settle on a date where both members can meet for both committees. The Personnel & Policy Committee (Johnson & Olson) will meet on Thursday, May 28th at 4:15 pm. The Programs & Public Relations Committee (Johnson & Olson) will meet Tuesday, June 9th at 9:00 am.

b. **Proposed Changes to Library “Rules of Conduct”:** The Board made some minor suggestions to the Rules of Conduct presented by Anderson and asked to see a final copy at the April meeting in order to approve.

c. **Proposed Changes to Library “Meeting Room” Policies:** Board members were asked to consider changing the existing Meeting Room Policy to specify that “Organizations may continue their meetings after the Library has closed with the exception of the Quad Room.” After discussing the issue, Johnson motioned that effective 7/1/15 the policy be changed to no longer allow ANY meeting rooms to be used when the library is closed. VanDelinder seconded and the motion carried. Gessner recommended that a few other minor changes be made to the policy in addition. Anderson will revise and bring to the April meeting for final approval.

d. **Evaluation of Human Resources Policy:** The Board was provided with copies of specific sections of the HR policy which the previous Library Director felt needed changes/discussion. Board members determined that changes to the HR policy should be done when looking at the policy as a whole rather than in small sections. Further, the Board determined that the Personnel & Policy Committee should make recommendations to this policy before brought to the Board for a vote.

e. **Makerspace Policies:** Anderson provided the Library Board with proposed changes to the Overdue fines portion of the Operational Policy (**Makerspace Equipment Packages**=$.50 per item per day / **Makerspace In-House Equipment**=$.10 per item per hour and **maximum fine of $15 per item**). VanDelinder motioned to approve the changes to the policy as presented, Olson seconded and the motion carried.

Other

a. Olson expressed Mayor Barney’s desire to have the Library Board meet on a regular basis to ensure that the decisions/requests which need to be approved by City Council are able to be presented in a timely manner. The Mayor has also
stipulated that Alderman Olson be present at each meeting. New potential meeting times were discussed, including early morning meetings, but it was decided to keep meetings schedule on the 3rd Thursday of each month at 4:15 pm. VanDelinder will be unable to attend the April meeting.

Meeting Adjourned at 5:40 PM.

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Lisa Olson, Secretary