Board Meeting Minutes

January 21, 2016

Board Members Present: Ackerman, Gessner, Olson
Staff Present: Anderson
Also Present: Joe King

President Susan Gessner called the meeting to order at 4:14 pm. The meeting agenda was approved as presented.

Anderson introduced Joe King who has been appointed to fill the vacant position on the Library Board. However, City Council had not voted on this appointment as of the January meeting so King attended the meeting as a non-voting participant.

Olson moved and Ackerman seconded the approval of the December 17, 2015 meeting minutes.

Ackerman moved the approval of the January 2016 bills. Olson seconded. Motion carried.

Anderson presented the December 2015 financial report summarizing the annual expenditures. Ackerman inquired about the cash reserves and Anderson shared that a true, accurate statement of library cash reserves was not yet ready, but that the Finance Department should have a better idea by the February meeting once the majority of 2015 bills had been paid. Olson moved to approve the Financial Report and Ackerman seconded. Motion carried.

1. January’s Director’s Report: Anderson reported on the following:
   a. Activities/Programs (December):
      i. 5 Story Hours – 88 attendees
      ii. 6 CLC (Community Learning Center) Programs – 131 attendees
      iii. 3 Head Start Visits – 278 attendees
      iv. 2 ASK (After School Kids) Programs – 20 attendees
      v. 8 “other” programs (LEGO Club, Read Dog, Lego Robotics, Movies) – 126 attendees
      vi. 1 Teen Movies – 2 attendees
      vii. 1 Gaming Events – 7 attendees
      viii. 3 Makerspace program – 11 attendees
      ix. 1 TAG meeting – 7 attendees
      x. 2 Tech Tutor Sessions completed
      xi. Books ‘N Brews – 5 attendees
      xii. Holiday DIY event – 39 attendees

TOTAL = 716
b. **Building & Grounds Updates**
   i. Boiler & Humidification Replacement (LiB013) → 100% complete. Final walk-thru and training have taken place. Final payment approved by City Council 1/11/16.
   ii. HVAC Electronic Controls Upgrade (LiB014) → 98% complete. Controls have been installed and are being set by the programmer. Testing to-date has shown some faults with regulating the 2 new boilers. ProControls is working with C&C Plumbing to get these issues resolved. Payment for this project will need to be encumbered.

c. **Technology Coordinator:** Posting for the open Technology Coordinator job has been done through the North Dakota Library Association, Mountain Plains Library Association, American Library Association as well as on the Library’s website and social media (Facebook and twitter). Job is open through January 15, 2016 “or until filled”.

d. **Friends of the Library:** The Friends of the Library will meet Tuesday, 1/26 to discuss a one day book sale in February and to also set a date for a bulk mailing. This mailing will include information on joining the Friends of the Library as well as upcoming library events.

e. **Scheels’ Day of Giving:** For the third consecutive year Anderson attended the Scheels’, Day of Giving where representatives from Scheels donated money to a variety of community groups. For the second year, MPL received a $1,000 donation from the store which will go into the library’s 2016 memorial fund.

f. **Director’s Activities:** In December Anderson continued to write and edit weekly articles for the Minot Daily News, received quotes and placed an order for new library cards, complete new-hire paperwork for a new Library Page and completed employee evaluations. Anderson submitted the 2016 salaries (as approved by the Library Board earlier in the year) to the City’s Human Resources Department, submitted the quarterly Accounts Receivable report (outlining the cost of outstanding materials not returned to the Library) to the City’s Finance Department and also submitted the final report for the Hazardous Mitigation project to the ND Department of Emergency Services.

2. **Board Business**

   a. **2016 Library Budget:** Anderson provided the Board Members with a recap of the change in the Library’s mill levy for 2016. While the City Council approved to “make up” the money lost due to the decrease in mills from sales tax, the Library’s ND State Aid may not be received. The anticipated amount for this State Aid is between $54,000 and $57,000. Anderson also presented the Board with a spreadsheet comparing the Library’s budget over 10 years to other City Departments. Board Members suggested that Anderson also prepare a comparison of the number of mills other libraries throughout the state receive in order to prepare for the 2017 budget.
b. **Monthly Bill Cycle**: Anderson asked the Board if they would like to consider approving bills based on actual monthly cycles rather than board meeting-to-board meeting cycles. Anderson explained that this has caused some minor confusion for the City’s Finance Department as classify bills by the month the Library Board approves them (i.e.: a bill submitted for payment on 12/20/15 is considered a “January Bill”). Following discussion, the Board decided to keep the billing cycle the same unless it causes increased accounting problems in which case they would reconsider this proposal.

c. **2016 Library Director Goals**: Anderson presented her professional goals for the upcoming year and promised to keep the Board apprised of the status of these. Olson reiterated the Board’s desire to compare the City Employee’s benefits (including retirement options) to the Library’s current benefits.

d. **2016 Library Board Goals**: Anderson asked that the Library Board consider any goals they might have for the upcoming year. It was determined that a primary goal for the Library Board will be to revise the Board’s Bylaws.

e. **Purchase of new microfilm reader**: The Library staff have determined that it is necessary to purchase a new microfilm reader as soon as possible and since this was not included in the 2016 budget Anderson will request the money from the Friends of the Library.

f. **2016 Committees & Committee Meeting Dates**: Anderson distributed the list of Board committees and descriptions and asked Board members to consider when meetings would be best scheduled. The Building & Grounds committee will meet prior to the next Board Meeting and the Policy & Procedure committee will meet in late February. It was also decided that King would fill the vacancies left by the resignation of Johnson. Anderson will send e-mails to the committee members to schedule meeting dates.

Meeting Adjourned at 5:15 PM.

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Lisa Olson, Secretary