Special Board Meeting Minutes

May 24, 2019

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

The meeting was called to order at 3:35 pm. Olson moved to approve the agenda as presented, Ackerman seconded. The motion carried.

Anderson presented the 2019 Salary Survey and Proposed 2020 Salary Plan and Salary Budget. Anderson shared that a few positions were recommended to have minor changes made to the salary schedule to better reflect the regional trend. Anderson shared that with this year’s survey libraries were also asked to include any positions not included and the most common were: Assistant Director, Community Outreach and Marketing. Anderson said that in 2021 she would like to explore adding a position that would include these roles. Kramer asked if one position could do all of this and Anderson said she believed it was possible. Olson asked who currently did most of the work that would be included in this position and Anderson replied that she primarily did much of this with support from the MPL Outreach Committee and supervisors.

Anderson presented the merit increase plan (p. 9) with the largest eligible increase at 4.5% (only three employees would be eligible for this amount). Kramer asked about the current evaluations and Anderson shared a little about this, but also said that the evaluation form was being revised. Kramer shared the potential downsides of merit evaluations not being fair. Ackerman said that while some merit evaluations may make it harder for everyone to always get 100%, the other side is that if no one ever strives to do more or only does the bare minimum, were are creating a culture of mediocrity. Ackerman moved to approve the merit increase plan as presented. Olson seconded. The motion carried.

Anderson then presented the proposed 2020 budget for salaries. Ackerman approved the recommended salary proposal for 2020 and Kramer seconded. The motion was carried by the following roll call vote: ayes: Ackerman Kramer, Kvigne, Olson (VanDelinder was not yet present).

Anderson then presented the 2020 proposed budget, including the detailed budget for the Library’s Books & Materials (which is a Capital purchase). Anderson pointed out that the biggest consideration for 2020 was the completion of the exterior renovation project which is estimated to be $321,950.
Without this project, the Library’s budget is -1% compared to the 2019 budget. Anderson met with the City’s Comptroller who said there is funding available for this project through sales tax. Ackerman moved to approve the proposed 2020 budget and Olson seconded. Ackerman said that the Minot Public Library has been very modest with salaries, averaging a 2% increase since 2015. However, as he sees it the rate of Health Insurance increase is not sustainable and while that may not be something the Library can control, the Board should be aware of it. He also expressed concern about the Reimbursement to the General Fund (08-15) which has increased 68% since 2015. He questioned whether or not the Library’s experienced a 68% increase in services from the City since this time. VanDelinder again noted that without the exterior project the Library’s proposed 2020 budget is actually less than the previous year and that the exterior work is important because it is necessary upkeep on the City’s property. The motion was carried by the following roll call vote: ayes: Ackerman, Kramer, Kvigne, Olson, VanDelinder.

The meeting was adjourned at 4:31 pm.

Lisa Olson, Secretary