Board Meeting Minutes

October 20, 2016

Board Members Present: Gessner, Kvigne, VanDelinder
Staff Present: Anderson

President Susan Gessner called the meeting to order at 4:16 pm. The meeting agenda was approved as printed.

Anderson noted that the minutes distributed should have noted that she served as acting secretary not Olson. Gessner also noted changes to 2 A which Anderson will change. VanDelinder moved to approve the September 15, 2016 meeting minutes with changes and Kvigne seconded.

Kvigne moved the approval of the October 2016 bills. VanDelinder seconded. Motion carried.

Anderson presented the September 2016 Financial Report from the City of Minot along with information received from the City's Comptroller regarding Cash Reserves. According to the City, a rough estimate indicates that the Library will have $8,648 as of 01-01-17 in Cash Reserves, though the ordinance states 1/12 of the total budget should be in reserves. Board members asked Anderson to find out about the following:

- If ordinance says we should have 1/12 of our budget in Cash Reserves what are the repercussions if we have less than that?
- How much is TOO MUCH to have in Cash Reserves? (For instance, if we were to someday have $200,000 in reserves what would happen to it?)
- Finally, what happens if our expenditures are less than budgeted (which they are for 2016), but revenue is also down (which is also true in 2016)?

Anderson said that she would get this information by the next Board meeting. VanDelinder motioned to approve the Financial Report of September 2016 and Kvigne seconded. Motion carried.

There were no personal appearances.

1. October's Director's Report: Anderson reported on the following:

A. Activities/Programs (September):
   a. 12 Story Hours - 310 attendees
   b. 6 CLC (Community Learning Center) Programs – 135 attendees
   c. 6 "other" programs (Legos, Read Dog, etc.) - 162 attendees
   d. 1 Teen Movie – 7 attendees
   e. 2 School Visits – 50 attendees
   f. 2 Gaming Events – 17 attendees
   g. 1 Makerspace Program - 5
   h. 2 “other” teen programs (Crafts, Trivia, STEM outreach, etc.) – 29 attendees
i. 11 Tech Tutor Sessions completed
j. "Color Me Happy" Coloring Club – 12 attendees
k. Pangea House Concert – 27 attendees
l. MSU “pop-up” library event – 9 attendees

TOTAL = 774

B. **Building & Grounds Updates**
   a. **Exterior Renovation** (LIB024) → The selection committee met on 9/26 to review packets for Architect/Engineering firms. A recommendation will be made to the Library Board at the October meeting.
   b. **Parking Lot** → Bechtold Paving came out and marked the areas to be filled, but still have not completed the work. Anderson sent an e-mail to the Engineering department on 10/10/16 asking for an update.
   c. **Hydronic Piping** → 2 new pumps are now installed and working in the Library’s boiler room. The invoice will be received later this month.

C. **2017 Budget**: Minot City Council approved the 2017 budget at the 10/3/16 meeting.

D. **Server Migration (LIB022)**: The Library had budgeted $7,500 in 2016 to purchase a new server, but since the migration to a virtual host with the City stalled this purchase will not be completed. However, the approved 2017 budget included $25,000 to install a fiber line from the Library to City Hall in order to complete this project. The $7,500 will be encumbered to this project. Anderson will work with the City IT department to advertise for RFQs to be submitted no later than early November in order to encumber this money.

E. **Build Minot**: Preliminary work has begun on the “Build Minot” campaign with the Friends of the Library approving $2,591.55 for the Library to purchase supplies and promotional materials for the campaign. The Library plans to do a soft kick-off of this event at the 11/17 Chamber of Commerce’s “Showcase of Businesses” where we hope to solicit some business partners for the campaign. Anderson has been in touch with a local printer who will work on potential logos for the campaign and staff have also agreed to work on a logo design.

F. **Library Logo**: Work on the re-design of the MPL logo will begin again the week of 9/12/16. Staff have already seen 6 different versions of logos from the designer at Lowe’s. *(Anderson shared the top 3 designs submitted and took suggestions to bring to the graphic designer)*

G. **Director’s Activities**: Anderson hosted and organized another Pangea House concert for 9/6/16 and began preparation for the first Tacos ‘N Technology (TNT) program. Anderson and the Teen and Children’s Librarians met with a board member from the Children’s Discovery Museum to discuss potential collaboration and set some dates for staff to provide programs at the museum. Anderson worked with the Adult Services Librarian to interview candidates for the open Library Assistant position and also began training the new assistant. Anderson and 3 other MPL staff members attended the ND Library Association’s annual conference in Dickinson. Anderson completed her term as the chairperson of the New Members’ Round Table and was appointed as co-chair of the NDLA Legislative Committee. Anderson also presented information on the Mentoring program through NDLA along with 2 other members of the Mentorship Committee. Finally, Anderson served as an emcee for the Author’s Corner at the Norsk Hostfest.
2. Board Business

a. **Approval of A/E firm as recommended by selection committee:** A selection committee consisting of the Library Director, Assistant City Engineer and VanDelinder reviewed statements of qualifications from architect/engineering firms to provide services related to exterior and interior renovations at the Minot Public Library anticipated to occur over the next five years. The selection committee chose JLG Architects as the most qualified firm to perform services for this project. Kvigne moved to approve this recommendation and VanDelinder seconded. The motion was carried by the following roll call vote: ayes: Gessner, Kvigne, VanDelinder.

b. **MPL Strategic Plan – extent of Board involvement:** At Gessner’s request, Anderson sought advice from the ND State Library regarding the need for Board involvement in future updates to the MPL Strategic Plan. Per the ND State Librarian it is not necessary for the Board President to sign off on this plan or for the Board to approve updates (specifically to the Action plan). Board members agreed that general updates from the Library Director will be all that they need and that the Board may want to consider reviewing the Mission, Vision and Goals on a regular basis.

c. **Library Director Evaluation:** Gessner reminded the Board that an annual evaluation is not necessary, but that if members wanted to complete an evaluation they should begin thinking about how to do this. Board members were given the evaluation form used last year as well as the form currently used for the Ward County Public Library. Gessner said that the Board should decide by the next meeting whether or not this will be completed and how it will be done.

d. **Report on 10/12/16 In-Service:** Anderson shared 16 survey results from staff who took an online survey designed to gather input about the first ever all-day in-service. Anderson described the agenda for the day and pointed out information around the room that had been gathered by staff on the 12th. Overall, Anderson was pleasantly surprised at the positive feedback and overwhelming desire to do this again. Anderson shared with the Board that if it is determined to do this again it will likely be on Columbus Day, or some other holiday when other offices are closed. The Board was glad to hear such positive feedback.

Meeting Adjourned at 5:02 PM.

[Signature]

Janet Anderson, Acting Secretary