Board Meeting Minutes  

September 21, 2017

Board Members Present: Kramer, Kvigne, Olson  
Staff Present: Anderson

Kvigne called the meeting to order at 4:21 pm. Olson moved that the agenda be approved as written and Kramer seconded.

Kramer moved to approve the minutes of the August 2017 meeting and Kvigne seconded. Motion carried.

Anderson presented the September bills to-date (which do include some August bills received since the August Library Board meeting). Olson moved to approve the bills, Kramer seconded and the motion carried.

Anderson presented the Library’s Financial Report as prepared by the City of Minot’s Finance Department. As of the end of August (58% through the year), the Library has expended 49% of the 2017 budget. Anderson reminded Board members that she is still working on reducing expenditures by at least 10%. Olson moved to approve the Financial Report and Kramer seconded.

There were no personal appearances.

1. **August Director’s Report**: Anderson provided an activity report comparing August 2016 (and further back) to August 2017.

   **A. Activities/Programs (August):**
   
   a. 5 Story Hours - 78 attendees
   b. SRP Wrap-Up event - 400 attendees
   c. 7 “other” programs (Legos, Read Dog, Movies, Tours, etc.) – 323 attendees
   d. 1 TAG (Teen Advisory Group) meeting - 16 attendees
   e. 2 Community Event (National Night Out & MAFB Back to School) – 500 people
   f. 1 Craft/Trivia Event – 11 attendees
   g. 1 Makerspace Events – 10 attendees
   h. 2 Manga Club – 14 attendees
   i. 1 “other” teen events - 22 participants
   g. 3 Tech Tutor Sessions completed
   h. Color Me Happy Coloring Club – 9 attendees
   i. 1 Tech. Ed Classes @ Parker – 3 participants

   **TOTAL = 1,389**
Reference Questions

- Community: 298
- Reference (children): 556
- Reference (adult): 731
  o 258 Eclipse-Related

B. Building & Grounds Updates

a. **Exterior Renovation** (LIB024) — Per Nate with JLG, the installation of the rail for the retaining wall is still 4 to 6 weeks out. Nate will be working with Rolac to finish up any other minor repairs or touch-ups that need to be done in the meantime.

b. **Library Roof:** As reported at the July meeting, minor work on the roof should be completed when possible. Anderson met with the City Comptroller, Sue Greenheck, and requested that funds saved on the Library’s server project (LIB022) be moved so that the roof repairs can be completed this year. Greenheck instructed Anderson to submit a memo for the September Committee of the Whole meetings to request this transfer of funds.

c. **Library Air Conditioning:** On 9/9/17 (or earlier) the air conditioning unit on the west side of the building stopped working again. As noted at previous Board meetings, this has been a continued problem all summer. Mowbray & Sons came out on Monday, 9/11 and discovered that a pipe from the unit to the building had warped and leaked antifreeze. Based on the various issues this summer (and earlier) Anderson feels it is necessary to replace the unit rather than attempt to repair something that will need to be replaced within two years. After speaking with Greenheck, it was determined that there should be funds available in the Sale Tax Major Projects fund to replace the Library’s air conditioning unit. Again, Greenheck directed Anderson to submit a memo to the Committee of the Whole requesting to use some of the funds for this work. Anderson has asked Mowbray & Sons to provide an estimate for this work since they have been working on the unit for the last year. This quote will be the basis for the request of funds, but if approved by Council the project will need to go out for bid and though a contract will be in place in 2017, work will not actually be done until 2018.

d. **Building & Grounds Committee:** The Library Board’s Building & Grounds Committee met 9/7 to discuss current and future projects. Included in the meeting was a presentation from Doug with JLG who showed various ideas for the exterior renovation as well as possible lobby remodel. Also included were rough estimates for cost. The committee directed Doug to work up a budget for “Alternate 2” (*see attachment 7.B.d*) without the window as well as to prepare an estimate for the cost to do just the signage. In addition, Doug will forward bills for the work completed on these drawings.

i. The committee also instructed Anderson to get the roof repairs completed and also repair the circulating fan in the employee bathroom yet this year.

C. **Summer Reading:** The 2017 Summer Reading Program wrapped up on 8/11/17 and though it was a successful year, the program and participation numbers did decrease from years past (*see attachment 7.C*).

D. **Friends of the Library:** The Friends of the Library made approximately $1,000 at their one day book sale on 8/17/17. The Board for the Friends met on 8/30 and scheduled the fall book sale for 10/19-10/21 (with the pre-sale on 10/18). They also scheduled their annual meeting for Friday, 11/17 at the Vegas motel at noon. In addition, the Friends of the Library approved
more than $7,500 in requests for funding for the Library including training and equipment. The Friends also expressed interest in helping to fund the Library’s plan to have a digital sign on the outside of the building. Treasurer Jerry Kaup informed the Friends Board of a pending trust from a former patron. Kaup attending the first court hearing for this on 8/21/17 in Williston and Anderson will attend the next hearing on 9/20/17.

E. Tool Library: A tool drive for the upcoming Tool Library was held on 9/1/17 and more than 100 items were collected. Donations will continue to be collected at the Library. The AmeriCorps VISTAs are in the process of inventorying and cataloging all of the tools and also are still looking for funding to purchase additional tools as well as cover the cost of maintenance. The Tool Library is tentatively scheduled to be open by Thanksgiving.

F. Staffing: The Minot City Manager has approved the hiring of an Adult Services Librarian for the Library. Anderson will be working on revising the job posting and hopes to begin advertising for the position by the week of 9/25/17. The position will be posted regionally (through NDLA and MPLA) as well as nationally through ALA. Meanwhile, current staff have done an impressive job of covering dividing duties formerly completed by the Adult Services Librarian. Anderson will be taking on personnel-related duties for the Adult Services area as well as some of the purchasing, the research requests and patron issues.

G. Director’s Activities: Both the Summer Reading Program and Great Tomato Festival wrapped up in August. Anderson dedicated time to finalizing the 2018 budget as well as working on savings for 2017. Anderson also worked with staff to make sure the Adult Services Librarian’s duties were able to be covered. Four City meetings were attended in August, including the Committee of the Whole’s Budget Q&A. Anderson continues to work with the new Administrative Assistant to develop more efficient ways to process bills and orders. Finally, Anderson worked on publicity for the tool drive.

2. Board Business

   a. 2017 MPL Staff In-Service: Anderson provided updates on the 10/11/17 staff in-service, including that all staff would be attending a “Recognizing Sexual Harassment” training session as well as customer services training. The Friends of the Library agreed to pay for the staff’s lunch.

   b. Budget Updates: Anderson informed the Board that the Library’s budget had not been questioned during the initial public hearing of the 2018 budget and was optimistic that there would be no challenges made at the special meeting taking place that evening.

   c. Build Minot: Anderson shared that she hoped to present information about the Library’s “Build Minot” campaign at an upcoming Committee of the Whole meeting.

Meeting Adjourned at 5:00 PM.

Lisa Olson, Secretary