Board Meeting Minutes

June 16, 2016

Board Members Present: Gessner, Ackerman, King, VanDelinder
Staff Present: Anderson

President Susan Gessner called the meeting to order at 4:15 pm. The meeting agenda was approved with the addition of Library Logo to Board Business.

Ackerman moved and King seconded the approval of the May 19, 2016 meeting minutes.

Ackerman moved the approval of the June 2016 bills. VanDelinder seconded. Motion carried.

Anderson presented the May 2016 Financial Report from the City of Minot. VanDelinder moved to approve the Financial Report and Ackerman seconded. Motion carried.

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

   A. Activities/Programs (May):
      a. 3 Story Hours - 70 attendees
      b. 6 CLC (Community Learning Center) Programs - 137 attendees
      c. 1 Tour - 32 attendees
      d. 3 “other” programs (Lego Club, Read Dog, etc.) - 56 attendees
      e. 1 TAG (Teen Advisory Group) Meeting – 6 attendees
      f. 1 School Visit – 320 participants
      g. 1 Craft/Trivia Event – 9 attendees
      h. 2 Gaming Events – 13 attendees
      g. 1 Makerspace program – 4 attendees
      h. 3 Doodle Mondays – 10 attendees
      i. 13 Tech Tutor Sessions completed
      j. Pangea House Concert – 36 attendees
      k. “Color Me Happy” Coloring Club – 7 attendees
      l. Adult finance program – 8 attendees

      TOTAL = 721

B. Building & Grounds Updates
   a. HVAC Electronic Controls Upgrade (LIB014) → 99% complete. Final training and receipt of final bill expected the week of 6/13.
   b. Exterior Rail → On hold
   c. Staff Door Window Installation → Anderson received an estimate from Commercial Glass, LLC for $542 to install a 20” x 30” window and an estimate from Fargo Glass for $368 to install a 7” x 22” window. Anderson has contacted Fargo Glass to arrange to have the work done.
   d. Hydronic Piping → Anderson received the following estimates:
<table>
<thead>
<tr>
<th>Company</th>
<th>Price to Install Redundant</th>
<th>Price to Replace Existing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mowbray &amp; Son</td>
<td>$10,747</td>
<td>$3,330</td>
</tr>
<tr>
<td>Minot Plumbing &amp; Heating</td>
<td>$6,535*</td>
<td>$4,000</td>
</tr>
<tr>
<td>C&amp;C Plumbing &amp; Heating</td>
<td>$10,546*</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* = Price includes $785 of electrical work estimated by Main Electric

Ackerman moved that the Library contact Minot Plumbing to install the redundant pump and also to replace the existing. VanDelinder seconded and the motion carried.

C. **Volunteer Appreciation:** Anderson and Administrative Assistant Stacey Gallup arranged for the annual volunteer appreciation event to take place at the Library on 6/15/16. Hosting the event at the Library will allow more employees to participate and express their appreciation for all that the volunteers do.

D. **2017 Budget:** The 2017 budget is due to the City Manager on 6/20/16 and Anderson will meet with him and the City Finance Director on 6/29/16. The budgets will be presented to the City Council and the public in the following months.

E. **Library Staffing:** Based on regional trends as discovered through the annual salary survey and with the declining circulation in mind, Anderson worked with the Adult Services Librarian to eliminate the position of Library Page effective 9/3/16. The two employees currently in the Page position will be promoted to Library Assistant to fill two vacancies. Job descriptions, job duties and schedules are still to be determined and all staff have been asked to provide their input to the Library Director.

F. **Great Tomato Festival:** The Great Tomato Festival Committee has been meeting every other week to prepare for the 8/10/16 event. Anderson has been working on contacting potential donors for the silent auction and has contacted more than 60 businesses and received approximately 30 confirmed donations. In addition, Jerry Kaup has been working on sponsorships for the Great Tomato Festival and Anderson and Stacey Gallup have assisted when able.

G. **Summer Reading Program:** The 2016 Summer Reading Program kicked off on 6/6/16 for children, teens and adults. The official kick off will be 6/9/16 at Oak Park as MPL and other collaborators host the inaugural walk of the Story Stroll.

H. **Director’s Activities:** Anderson attended the NDLA summit on 5/6/16 at Bismarck State College. The summit was open to all NDLA members in an effort to discuss revitalizing the Association. Anderson attended various City Department Head meetings, including the first session of an ethics training. Anderson also met with members of the Minot Story Hour to discuss future programs, hosted a concert by the Pangea House and (with the Adult Services Librarian) met with the Director of the Adult Learning Center to discuss future collaboration. The MPL Technology Coordinator and Anderson met with representatives from Advanced Business Methods to discuss more cost-effective ways to meet the Library’s printing and copying needs. Finally, Anderson worked with supervisors to plan the Summer All Staff Meeting which included training, procedure updates and time for the City Manager to speak to staff.
2. Board Business

a. **2016 - 2019 Library Board Appointments:** Effective July 1, 2016 both Ackerman’s and King’s terms on the Library Board will expire. Ackerman agreed to serve another term and King said that he is unsure, but will let Anderson know by the end of the week. King had stepped in to fill a vacant position in January.

b. **Election of Library Board President, Vice President & Secretary:** Gessner was re-elected president, VanDelinder vice president and Olson secretary.

c. **Recommendation of the Personnel & Policy Committee:** Ackerman moved to approve the 2017 Library salaries as proposed by the Personnel & Policy Committee. King seconded and the motion carried.

d. **Recommendation of the Budget & Finance Committee:** Anderson presented the 2017 budget as recommended by the Library Board’s Budget & Finance Committee. The total requested budget is $1,560,827 which is a 2.4% increase from the 2016 budget. However, this does not include the exterior renovation project which is expected to be no less than $300,000 and will be requested from Sales Tax Fund. An estimate for this project will be received no later than Monday 6/20. Ackerman moved to approve the requested budget of $1,560,827 and to approve requesting the forthcoming proposed estimates for exterior renovations to be funded from sales tax. VanDelinder seconded and the motion carried.

e. **Review objectives to Goal D of Strategic Plan:** VanDelinder moved to approve the objectives presented for Goal D (“Provide an environment for teen exploration and expression while continuing to promote the enjoyment of reading”) with suggested changes. King seconded and the motion carried.

f. **Library Logo:** Anderson updated the Board on the progress of the new re-design of the logo saying that the Library’s marketing committee has met with the designer from Lowe’s and selected their top choice for a new logo. Anderson shared this choice and said that the committee would be meeting again with the designer to finalize the logo hopefully in July. Board members reiterated that the logo remain recognizable and avoid being too busy (which could make it easy to ignore). Ackerman also reminded those present that ultimately we hope that this logo will be mounted on the side of the building in upcoming renovation.

Meeting Adjourned at 5:10 PM.

Janet Anderson, Acting Secretary