Board Meeting Minutes

November 17, 2016

Board Members Present: Ackerman, Gessner, Kvigne, Olson
Staff Present: Anderson & Sue Greenheck (City of Minot Comptroller)

President Susan Gessner called the meeting to order at 4:14 pm and asked Sue Greenheck to begin with an update of the City of Minot’s Finances. Sue began by reminding the Library Board that there is currently a freeze on all unnecessary spending. There is approximately a 10% delinquency rate on property tax collection which is the highest Sue has seen it in years. Since the primary funding for the Library comes from property taxes this has greatly impacted the projected revenues for MPL. In 2016, City departments were able to reduce spending by $4.5 million, but the City still faces a shortage of $3 million. At this time, the City is expecting that spending will also be restricted into 2017 while they wait to determine what revenue will actually be.

Sue also reminded the Library Board that based on City Ordinance the Library should have 1/12 of its budget in cash reserves (approximately $85,000) and that at this time the Library has less than $9,000 in Cash Reserves. However, based on rough estimates and conservative spending the Library should be able to start 2017 with the 1/12 set aside. Also at this time, the Library’s exterior renovation project is still set to move forward, but money is coming from sales tax so Sue cautioned the Library Board to keep in mind that sales tax has declined as well.

Following Sue’s presentation and questions for the Library Board, the meeting agenda was approved as printed.

Kvigne moved to approve the minutes of the October meeting and Ackerman seconded.

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

Anderson presented the October 2016 Financial Report from the City of Minot. Olson moved to approve the report and Ackerman seconded the motion.

There were no personal appearances.

1. November’s Director’s Report: Anderson reported on the following:

   A. Activities/Programs (October):
      a. 17 Story Hours - 458 attendees
      b. 4 CLC (Community Learning Center) Programs – 105 attendees
      c. 2 Head Start Visits – 234 participants
      d. 5 ASK (After School Kids) programs – 42 attendees
      e. 6 “other” programs (Legos, Read Dog, Puppet shows, etc.) - 312 attendees
      f. 1 Teen Movie – 12 attendees
      g. 11 School Visits – 532 participants
      h. 2 Gaming Events – 38 attendees
      g. 1 Makerspace Program – 7 attendees
      h. 2 “other” teen programs (Crafts, Trivia, STEM outreach, etc.) – 30 attendees
      i. 5 Tech Tutor Sessions completed
j. TNT: Tacos 'N Technology – 43 attendees
k. "Color Me Happy" Coloring Club – 15 attendees
l. Minot Story Hour – 38 attendees
m. Tech Talk (Computer Security) – 4 attendees
n. 2 Tech. Ed Classes @ Parker – 5 participants
o. “Communiiversity: Command & Control” lecture – 14 attendees

TOTAL = 1,894

**B. Building & Grounds Updates**

a. **Exterior Renovation (LIB024)** → The Public Works committee and City Council approved the selection of JLG Architects for the upcoming Library renovations.

b. **Parking Lot** → Will not be completed in 2016 to reduce spending.

c. **Hydronic Piping** → Completed, invoice received from Minot Plumbing & Heating.
   Still to receive invoice from Main Electric

**C. Build Minot:** The Library plans to do a soft kick-off of this campaign at the 11/17 Chamber of Commerce’s “Showcase of Businesses” where we hope to solicit some business partners. Promotional materials for this campaign are drafted and Anderson has reached out to organizations believed to be good potential partners including Trinity, the Chamber of Commerce and the Minot Public Schools.

**D. Library Logo:** The staff marketing committee has decided on a new logo for the Minot Public Library and will begin using this logo within the next month. In addition, a new format for the newsletter has been selected and work has begun on this newsletter which will print by the end of December.

**E. Director’s Activities:** Anderson organized and led the MPL staff in-service on 10/12. Anderson attended a virtual NDLA Board meeting on 10/18/16 and attended various library committee and City meetings. A KMOT noon show interview was filmed on 10/25 where Anderson spoke about the Library’s technology education classes at the Parker Senior Center. Finally, Anderson has been working on the Library’s procedure manual with the assistance of many staff members and also began updating job descriptions and performance evaluations for the current positions at the Library.

**2. Board Business**

a. **Exterior Renovation (LIB024)** $16,060.00 is set aside in the 2016 budget for exterior renovation to the Library, including installing a rail on the retaining walls. In order to encumber this money into the 2017 budget MPL must enter into a contract with JLG by the end of the year. This money should cover the cost to begin the design process. Anderson and Ackerman will meet with JLG to determine the scope of work.

b. **Library Director Evaluation:** Board members agreed to complete a performance evaluation for Anderson and Gessner asked that the evaluations be sent to her so that she can compile them and discuss them with Anderson. Members reviewed the evaluation form from 2015 and made some suggestions for changes. Anderson will send the revised form to members with a due date of the next Library Board meeting.

Meeting Adjourned at 5:05 PM.

Lisa Olson, Secretary