Board Meeting Minutes
July 16, 2015

Board Members Present: Gessner, Johnson, Olson, VanDelinder, Ackerman

Staff Present: Anderson, Nelson, Monley, Carswell

President Susan Gessner called the meeting to order at 4:18 PM.

The agenda was approved with the addition of officer elections and first-time check out policy review. Moved by Johnson, seconded by Olson.

Olson moved and VanDelinder seconded the motion to approve the minutes of the June 18, 2015 meeting. Motion carried.

Ackerman moved and Olson seconded the motion to approve the July 2015 budget expenditures of $93,430.52, memorial expenditures of $933.88 and Makerspace expenditures of $159.00. Motion carried.

The Library’s Financial Report was reviewed and Ackerman moved to approve, seconded by VanDelinder.

1. July Director’s Report: Anderson reported on the following:
   A. Activities/Programs (May):
      a. 15 Story Hours – 384 attendees
      b. 4 CLC (Community Learning Center) Programs – 68 attendees
      c. 1 Tour – 14 attendees
      d. 5 “other” programs (LEGO Club, Read Dog, Title 1 Fair, Book Buddies, Lego Robotics meeting) – 306 attendees
      e. 8 Summer Reading Programs - 717 attendees
      f. 1 School Visit – 25 attendees
      g. 2 Gaming Events – 22 attendees
      h. 2 Makerspace program – 31 attendees
      i. 3 “Other” Teen Programs (crafts, trivia, etc.) - 64 attendees
      j. 10 Tech Tutor Sessions completed
      k. Kansas City Monarchs Baseball Program – 32 attendees

         TOTAL = 1673

   B. Building & Grounds Updates
a. Boiler & Humidification Replacement (LiB013) → Work is mostly complete, but has been on hold as the contractors wait for some parts. Both boilers and the humidifier purchased, pipes removed and installation done.

b. HVAC Electronic Controls Upgrade (LiB014) → Wiring is complete and control are installed. Remaining work includes testing and setting up the new system with the work being completed on LiB013.

c. Hazardous Mitigation Project (LiB016) → Work is approximately 90% complete with the major remaining work to be landscaping.

C. 2016 Budget: The Library’s 2016 budget was presented to the City Manager and City Finance Director to be passed on to City Council. The budget timeline is as follows:
   August 3, 2015: Budgets are due to City Council
   Between August 8th – October 1st: A Public Hearing will be held
   October 5, 2015: Final hearing/approval of budget by City Council

D. Great Tomato Festival: Much work has already begun for the 27th Annual Great Tomato Festival on 8/12/15. Posters are available to pick up for anyone wanting to post them somewhere, tickets are also available. The committee will be looking for volunteers to help with food preparation and set-up on 8/11/15 and is also looking for items for the Silent Auction.

E. Library Telephone Upgrade: On July 6, 2015 the City Council approved the request for $9,667.94 from the Sales Tax Capital Improvements fund to update the Library’s telephone system. Anderson is waiting to receive dates from SRT for the installation.

F. Hazardous Mitigation Project Funds: On July 6, 2015 the City Council approved the request for $3,711 in matching funds from the Sales Tax Capital Improvements fund to meet the City’s agreed-upon monetary match.

G. Summer Reading Program: As of 6/30/15 MPL had 848 children, 138 teens and 192 adults registered for the three different summer reading programs.

H. Staffing: Library Assistant, Martina Kranz, will be leaving the library to continue her education at MSU. Martina has been a hard-working member of the MPL staff since 2009. To fill this position, the Library has promoted Library Page Kaylee Armstrong. In a change to past schedules, Kaylee will work weekends in an effort to require fewer staff to work on the weekend.

I. Misc.: Anderson will be out of the office 7/27/15 – 7/30/15 to attend the Research Institute for Public Libraries in Colorado Springs, CO. Also, Anderson will be out of state 8/3/15-8/6/15.

2. Board Business

   a. Election of Library Board Officers: Ackerman moved the nomination and election of the existing slate of officers: President – Gessner, Vice President – Johnson and Secretary – Olson. VanDelinder seconded this motion and all approved.
b. **Great Tomato Festival Update**: Anderson reported that Jerry Kaup and other volunteers have raised $28,275 from 84 sponsors for the 27th annual Great Tomato Festival which will be held on Wednesday 8/12. Anderson also reported that there were already over 100 silent auction items secured and noted that the Great Tomato Festival committee is looking for donations of wine and beer for 2 separate items. Finally, Anderson reminded the Library Board that volunteers are always needed and to let her know if they are available.

c. **Set future committee meetings**: No committee meetings were set, but it was decided that the committees would remain the same for the upcoming year.

d. **First-Time Check-Out Policy for New Library Cardholders**: Anderson explained to the Board that MPL has had a procedure in place for years that new library cardholders can only check out 3 items the first time they use their new card. However, this procedure has never been a policy and has been questioned by patrons on a couple of occasions. Therefore, based on the recommendation of the MPL Policy & Procedure Committee Anderson proposed adding this to the Library’s Operational Policy under section III. A “User Privileges”. Ackerman moved to approve this addition to the Operational Policy, VanDelinder seconded and all members were in favor.

e. **Library Mission Statement, Vision Statement & Strategic Plan**: The Library Board discussed a variety of possible mission statements and with the help of staff in attendance were able to narrow down what they felt were the most important elements of the Minot Public Library. The final draft of the revised mission statement was as follows:

“**Inspiring, enriching, and connecting through information, ideas and innovative programs.**”

Discussion followed on the need to have a vision statement that was both broad and allowed for the library to set the groundwork for goals which will filter through all areas of service. With the mission statement proposed, the Library Board decided to wait until the August meeting to discuss a vision statement.

Meeting Adjourned at 6:18 PM.

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Lisa Olson, Secretary