Board Meeting Minutes

September 19, 2019

Board Members Present: Kvigne, Pitner, Ulrickson and VanDelinder
Staff Present: Anderson
Others Present: Martina Kranz

The meeting was called to order at 4:16 pm. The agenda was approved without any changes.

Kvigne moved to approve the minutes of the August 15, 2019 board meeting and Pitner seconded. Motion carried.

Anderson presented the September 2019 bills to-date. Pitner moved to approve the bills and Kvigne seconded, motion carried.

Anderson presented the detailed budget report for expenditures through August 2019 as compiled by the City’s Finance Department. Kvigne moved to accept and file the report, Ulrickson seconded and the motion carried.

Martina Kranz introduced herself during Personal Appearances. Martina is a former MPL staff member and current graduate student working toward her Masters in Library Sciences. Martina was attending the Library Board meeting as part of a course.

1. August Director’s Report: Anderson provided an activity report comparing August 2018 (and further back) to August 2019.

A. Activities/Programs (August):
   a. 4 Story Times – 171 attendees
   b. 2 Summer Reading Programs – 462 participants
   c. 4 “other” events (including outreach) – 399 attendees
   d. 1 TAG (Teen Advisory Group) Meeting – 10 participants
   e. 1 Teen movie – 33 attendees
   f. 1 Teen Gaming Event – 10 attendees
   g. 1 Manga Maniacs & a Show – 8 attendees
   h. 1 “other” teen event (SRP Wrap-Up) - 33 participants
   i. Books ‘N Brews – 3 participants
   j. Tech. Ed. at the Parker – 3 attendees
   k. Tech. Ed. at Edgewood – 2 attendees
   l. Color Me Happy Adult Coloring Club – 7 attendees
   m. Publish or Perish Writing Group – 9 participants
   n. MPL Game Night – 16 attendees
   o. Cinema Series – 13 attendees
   p. Photo Editing Class – 8 attendees
   q. 7 Tech Tutor Sessions completed

TOTAL = 1,194
Outreach events = 269 people

- Creative Night Out
- Arts in the Parks
- Walmart Survey
- MSU Community Fair
- Edison Elementary School Open House
- Pride in the Park

B. Building & Grounds Updates

a. Landscaping → Birdy’s Hydromulching will be repairing the lawn on the southwest corner of the Library from construction earlier this year. They have been delayed due to the rain, but hope to get it done within the next two weeks.

b. Water Fountain → Anderson received quotes from Mowbray and Minot Plumbing and Heating to replace the 2nd floor water fountain that caused the water damage in April. The quote from Mowbray was lower and they will begin work later this month to replace this.

c. Carpet → $60,000 is budgeted to replace carpeting on the 2nd floor this year. Anderson will be preparing a bid packet and then advertise for bids in October with the hope of having the work completed in November or December. The Library will need to be closed for at least one day (probably two) when the carpet is replaced. More information will be shared once the ad is placed and bids received.

C. Friends of the Library: The Board of the Friends of the Library met 8/20/19 and scheduled the fall book sale for 9/19 – 9/21 and the annual meeting for 11/13. The Board also approved thousands of dollars in requests for the Library (primarily for books). Finally, the Board accepted the resignation of one of the Board Members and will have at least 2 vacancies to be filled at the annual meeting. Anyone interested in the joining the Board should contact Anderson or Board President, Dave Leite.

D. Arts in the Library: The Friends of the Library approved $1,000 to go to the Minot Area Council to host an “Arts in the Library” series this fall/winter. Arts in the Library will be held the first Sunday of the month at 5:00 pm (after the Library closes) and will feature both musical and visual artists. The concerts will be free to attend and geared toward all ages. The first concert will be held on 10/6 and will feature The Brothers, a local rock band. MACA is lining up all of the artists and will also be working on offering refreshments to sell at the events.

E. Magic Day of Giving: Volunteers from Ackerman-Estvold were at the Library on 9/13 for the Magic Day of Giving. The volunteers inspected donated tools, hauled recycling, trimmed and removed trees, added letters to the digital board and worked to refurbish the bench outside the building. Anderson worked to sort items for recycling and assist the volunteers as needed.

F. Non-User Survey: Anderson and Pikka were at Walmart on 8/17/19 to distribute surveys that would provide input as to what our service population is looking for. Unfortunately, the planned 4-hour shift was cut short by rain, but 49 surveys were received. In addition to these surveys collected, staff have been bringing surveys to all outreach events and have collected approximately 200. Staff will continue to circulate these surveys, but the next step will be to make similar surveys available online.

G. Board Game Collection: The Minot Public Library will be opening a circulating Board Game collection in October. Technology Coordinator, Joshua Pikka, worked to get more than 50 games donated. Pikka, Anderson and Technical Services Librarian, Mary Wheeler, met on 8/23 to discuss the roll out for this new collection. Wheeler will have catalog each of these Board games, including information on age range and length of play. In addition, Wheeler will make sure that photos and instruction manuals are linked to the records in on Online Patron Access Catalog. Scott Timothy and Craig Aberle moved a shelf onto the 2nd floor where the games will be shelved.

H. Library Signage: Late in 2018, the Library paid to have new direction signs made to be hung throughout the Library. The majority of the signs have been delivered and Anderson will be working with staff to determine the best location for these signs. Wheeler also designed a map for the foyer and
this will be put on display soon. The reason for these updates is to make patrons able to find things more easily in the Library and make it less intimidating for people visiting.

I. **Volunteer Appreciation:** On 9/12, the Library hosted a dessert social for volunteers. More than 20 volunteers attended and enjoyed desserts made by several staff. Special recognition was given to Carol Stoltz who is finishing up her term on the Friends of the Library Board after almost 20 years and to Don Tank who retired from volunteering after putting in almost 1,000 hours.

J. **Director's Activities:** Anderson coordinated and attended customer service training provided by the City of Minot on 8/19 and then attended the City Council Q&A on the 2020 budget. Anderson attended the Friends of the Library Board meeting on 8/20 and then went to the Edison Elementary “Back to School” event with information specialist Debbie Chappo. On 8/21 Anderson and Adult Services Librarian Zhaina Moya attended the “Summer Summit” training offered by the ND State Library. Anderson participated in the City of Minot Community Engagement Focus Group on 8/26 and was also on the KXMC Noon Show that day. On 8/27 and 8/28, Anderson was out at the ND State Fairgrounds setting up and working the Great Tomato Festival. Anderson and Wheeler attended Pride in the Park on 8/31 and Anderson held a staff meeting on 8/4. City Manager Tom Barry and Anderson met on 9/9 and Barry also attended the Volunteer Appreciation event which was held on 9/10. Anderson met with staff to discuss the status of the fine-free accounts and to plan for future space needs. Anderson worked to promote the ND State Library’s Scan Day which was held on 9/12 as well as promoting the Book Sale and upcoming jewelry class. Finally, Anderson attended the wrap-up meeting for the Great Tomato Festival Committee on 8/13

2. **Board Business**

   a. **2019 Summer Reading Program Statistics:** Anderson provided information on the total participation for enrollment in the Summer Reading Programs for children, teens and adults. Ulrickson asked if there was an easier way for people to participate, perhaps a digital sign-up that would allow people to sign up and track their participation online from anywhere. Anderson said that staff are currently exploring that option.

   b. **Great Tomato Festival:** Anderson shared with the Board that each organization participating in the 2019 Great Tomato Festival is estimated to take in approximately $14,000 from this year’s event. Anderson also shared with the Library Board that the Friends of the Library voted to no longer participate in the Great Tomato Festival due to lack of volunteers and available funding from other resources.

   c. **Delayed Opening:** Anderson requested that the Library Board allow MPL to open one hour late at 10:00 am on Tuesday, 10/15/19 for an all staff meeting. Pitner motioned to approve the request and Kvigne seconded. The motion was carried by the following roll call vote: ayes: Kvigne, Pitner, Ulrickson and VanDleinder.

   d. **Fine-Free Update:** Anderson provided an update on the status of overdue accounts, library cardholders and more since the decision to make certain accounts fine-free in July. Anderson will continue to provide this report on a regular basis.

   e. **September Disciplinary Issue:** Anderson provided the Board with paperwork regarding a patron who has been banned from the Library for 6 months.

   f. **Other:** The Board again reiterated the importance of marketing the value of the Library and hosting a variety of programs to bring people in. Pitner and Ulrickson suggested having a workshop area where people could come use the tools if they didn’t have space at home (for example: to cut lumber). Anderson said that the Building & Grounds timeline includes the proposal of building of a detached workshop/storage area and that perhaps this type of public access could be included.

Meeting Adjourned at 5:05 PM.

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Paul Pitner, Secretary