Board Meeting Minutes

May 19, 2016

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

President Susan Gessner called the meeting to order at 4:15 pm. The meeting agenda was approved as presented.

Ackerman moved and King seconded the approval of the April 21, 2016 meeting minutes.

Ackerman moved the approval of the May 2016 bills. King seconded. Motion carried.


1. May’s Director’s Report: Anderson reported on the following:
   A. Activities/Programs (April):
      a. 14 Story Hours - 268 attendees
      b. 6 CLC (Community Learning Center) Programs - 132 attendees
      c. 3 Head Start Visits - 267 attendees
      d. 2 ASK (After School Kids) Programs - 22 attendees
      e. 8 “other” programs (Lego Club, Read Dog, Puppet Show, Dallas Gilmore Poetry event) - 319 attendees
      f. 1 TAG (Teen Advisory Group) Meeting – 4 attendees
      g. 1 Teen Movie – 15 attendees
      h. 1 Craft/Trivia Event – 17 attendees
      i. 2 Gaming Events – 37 attendees
      g. 3 Makerspace program – 24 attendees
      h. 4 Doodle Mondays – 11 attendees
      i. 8 Tech Tutor Sessions completed
      j. Minot Story Hour “At the Table” event – 45 attendees

      TOTAL = 1,169

   B. Building & Grounds Updates
      a. HVAC Electronic Controls Upgrade (LIB014) → 99% complete. Anderson and Scott Timothy received additional training on the electronic controls and requested some changes be made to allow us better control of the temperature within the building.
      b. Exterior Rail → Anderson received initial designs for the exterior rail as well as a letter from Anderson, Wade & Whitty outlining the project with a “not to exceed” amount of $10,000. Information will be discussed by the Board’s Building & Ground Committee and presented at the May Library Board meeting.
      c. Hydronic Piping → Information will be discussed by the Board’s Building & Ground Committee and presented at the May Library Board meeting.
C. **Friends of the Library:** Anderson and members of The Friends of the Library hosted the annual Dallas Gilmore Poetry Contest on 4/16/16. The Friends also held their spring book sale 4/21-4/23 with a pre-sale for members the evening of 4/20/16. Income from the sale (not including silent auction items) was $2,062.30.

D. **Strategic Plan:** As of April 21, 2016 four of the eight goals for the MPL Strategic Plan have been presented and approved by the Library Board. Anderson will be working with the Teen Librarian to update the objectives for Goal D, but these will not be presented for approval by the Board until June.

E. **Library Staffing:** In preparation for the retirement of Children’s Library Associate Susan Baker, the Library has promoted Randi Monley to this role from the position of Library Assistant. Randi will begin her position in the Children’s Library on 5/16/16 while finishing her shifts in the Adult Services area through the end of the month. Randi and Susan will work together until Susan’s last day as there will be many events due to the Summer Reading Program. Randi’s position in the Adult Services department will not be immediately filled as the Adult Services Librarian and Anderson evaluate current needs.

F. **RFID Implementation:** During the week of 4/25/16 installation of the Library’s RFID Security gates, RFID staff stations and self-checkout took place. The Library is now 100% RFID-ready and has been using the systems with only minor issues.

G. **Director’s Activities:** From 4/5-4/9 Anderson attended the Public Library Association Biennium Conference in Denver. Many of the sessions focused on making libraries essential to their communities and much emphasis was placed on the “Libraries Transform” movement. Anderson also worked with the North Dakota Library Association to coordinate the state-wide “Snapshot Day” during National Library Week. Snapshot Day gives libraries the opportunity to share photos and statistics from ONE day at their Library in order to show their community and state/regional decision-makers everything that the Library does. Anderson shared statistics on the NDLA Facebook Page during National Library Week and compiled results to send to the ND State Library (to be handed out at meeting). Anderson attended Library Legislative Day at the ND State Library on 4/14/16. The North Dakota Library Association, the North Dakota Library Coordinating Council, and the State Library teamed up to sponsor this event. Anderson also began work on the annual salary survey of regional libraries. Finally, Anderson hosted the Minot Story Hour at the Library on 4/16 and participated in meetings for the Great Tomato Festival and the consortium of libraries using the Atrium circulation system.

2. **Board Business**

   a. **Libraries Transform – ASK Questionnaire:** Anderson provided the Board with a copy of the “Ask Exercise” created by the American Library Association’s “Libraries Transform” campaign. Anderson reiterated that it is her goal to use this campaign to make MPL become an essential part of the Minot community and to help demonstrate how the Library is relevant to the city. This questionnaire was given to all staff and Anderson will speak with them to get information and will eventually bring this to events at the Library and outside of the Library to get community input. ([http://www.ala.org/transformation/libraries-transforming-communities](http://www.ala.org/transformation/libraries-transforming-communities))

   b. **Library All Staff Meeting/Training:** Anderson reminded the Board that one of the goals has for 2016 is to explore the possibility of expanding staff training to include
longer in-service sessions. As a part of this, the Library has one of the annual All-Staff meetings scheduled 6/6 at 8 am and since the Library opens at 9 am these tend to be very rushed. Since there is a lot of information to be shared at this meeting, Anderson requested that the Board consider approving that the Library open one hour later (at 10:00 am) to allow more time for training and to ensure that all staff can stay for the training. Ackerman moved to approve this and King seconded. Motion carried. Anderson will advertise this as much as possible the days prior to the meeting.

**c. Report of the Building & Grounds Committee Meeting:** The Library Board’s Building & Grounds Committee met on May 13, 2016 and recommended the following:

i. Anderson provided exterior rail plans provided by Anderson, Wade & Whitty and Ackerman estimated costs could be close to $50,000. The original cost budgeted was $16,060 and Anderson spoke with the City Finance Department to determine that this expenditure could be requested from second penny sales tax income, but there was no guarantee of approval

   1. The Library Board recommends waiting to advance this project while they re-examine the best way to proceed while keeping both safety issues and future improvements in mind.

ii. Anderson is to receive 2 more estimates to add a redundant hydronic pump and to also seek an alternate estimate for the new pump AND replacement of existing pump

iii. Maintenance supervisor will arrange to have Minot Electric replace necessary interior lights and repair/replace parking lot lights

iv. Library maintenance will repair crack in wall on 2nd floor

v. Anderson received estimate to install window in south staff entrance for $542 for a 20”x30” window; will receive additional estimate for smaller window

vi. Anderson will discuss parking lot repairs with the City of Minot Public Works/Street Department

vii. The committee would like to proceed with the 2017 exterior building improvements and Anderson will speak with the City Finance Department to determine the likelihood of available funding

**d. Recommendations of the Personnel & Policy Committee:** Ackerman moved the approval of changes to the Library Board’s Bylaws with minor changes. King seconded and the motion carried. Ackerman moved the approval of changes to the Library’s Human Resources Policy with minor changes. King seconded and the motion carried.

Meeting Adjourned at 5:00 PM.

[Signature]

Lisa Olson, Secretary