Board Meeting Minutes

August 16, 2018

Board Members Present: Ackerman, Kramer, Kvigne, Olson and VanDelinder
Staff Present: Anderson

The meeting was called to order at 4:15 pm. The agenda was approved as written.

Ackerman moved to approve the minutes of the July board meeting and Olson seconded. Motion carried.

Anderson presented the August 2018 bills. Ackerman moved to approve the bills and Kvigne seconded, motion carried.

Anderson also presented the detailed budget report for expenditures through July 2018 as compiled by the City’s Finance Department. Olson moved approval of the Financial Report and Ackerman seconded.

There were no personal appearances.

1. August Director’s Report: Anderson provided an activity report comparing July 2017 (and further back) to July 2018.

   A. Activities/Programs (July):
      a. 19 Story Times – 643 attendees
      b. 3 CLC (Community Learning Center) programs – 55 attendees
      c. 9 Summer Programs – 265 attendees
      d. 8 “other” events (READ dog, Lego Club) – 279 attendees
      e. 1 TAG (Teen Advisory Group) meeting – 8 participants
      f. 3 Teen Movies – 27 attendees
      g. 2 Teen Craft/Trivia – 30 attendees
      h. 1 Teen Gaming Event – 7 attendees
      i. 3 Makerspace Programs – 27 attendees
      j. 1 Anime Afternoon – 8 attendees
      k. 1 Manga Club – 5 attendees
      l. Books ‘N Brew – 9 attendees
      m. Poetry Aloud Program – 6 attendees
      n. PEO Tour – 21 participants
      o. 5 Tech Tutor Sessions completed
      p. Color Me Happy Coloring Club – 5 attendees

      TOTAL = 1,400

Reference Questions
   - Community: 274
   - Reference (children): 823
   - Reference (adult): 563
A. **Building & Grounds Updates**
   a. **Library Air Conditioning**: The new chiller unit has been running since 7/6/18. The Library is now waiting for the final payment (for $2,071.10) request which will need to be approved by City Council.
      i. The part for the 2011 chiller is still on backorder.
   b. **Digital Sign**: The bid opening for the digital message center was held Friday, August 3, 2018 and four (4) bids were provided by the following contractors for the following amounts:
      - Knockout Design - $29,200.00
      - Scenic Sign Corp. - $18,495.00
      - Indigo Signworks, Inc. - $17,895.00
      - Complete Signs, LLC - $13,687.00
      The bid advertisement for this project specifically asked that bidders include three (3) projects of similar size and scope performed within the last five (5) years which Scenic Signs did not provide.
      Further, the bid specifications package indicated that the product to be used for this project was a Daktronics® board which Complete Signs did not bid (their bid was for a Vantage digital sign).
      Therefore, Anderson recommended to award the bid to Indigo Signworks, Inc. at the August 6, 2018 City Council. Council approved this recommendation and Anderson is forwarding the change order from Rolac to be signed by the Mayor with the hope that work will begin yet this month.

B. **NDLA Annual Conference**: Planning for the 2018 Annual North Dakota Library Association Conference in Minot continues. Currently, Anderson is looking for local vendors for the conference and volunteers to help at the opening reception. Children’s Librarian, Paulette Nelson, is organizing a silent and live auction which raises money for the Association’s Continuing Education grants.

C. **Great Tomato Festival**: The Great Tomato Festival included 312 silent auction items, 9 live auction items and 88 sponsors for its 30th anniversary. Estimated income from the event will be shared in September. Thanks to everyone who helped out with donations, sponsorships and volunteering!

D. **Adult Services Librarian**: Jessica Mason began work as the Adult Services Librarian 8/6/18. Anderson and other staff will spend several weeks training her and assisting her in her new role.

E. **Friends of the Library**: The Friends of the Minot Public Library have a one day book sale on Thursday, 8/16/18. Their fall sale is tentatively set for October and the Board will be meeting prior to this sale to discuss the mission of the Friends of the Library.

F. **Soul Shine Live @ MPL**: Anderson and Technical Services Librarian, Mary Wheeler, worked promoting the Soul Shine concert with posters, website and social media posts. This event was promoted as a part of Creative Night Out’s First Thursdays events and Anderson coordinated publicity with CNO. The event was very successful with 93 people attending and over $100 in donations received for the Library.

G. **Bike Repair Station**: Anderson has been working with Rory at Val’s Cyclery to install Minot’s first-ever bike repair station. Val’s is providing the station and all of the tools and the Library will pour a small concrete pad for the post to be set in. We hope to have this station ready in September.

H. **Game Changer 101**: MPL is partnering with the ND Humanities Council to participate in the Game Changer 101 Ideas Festival. This year’s theme is “Health and Happiness” and several copies of the books to be discussed have been donated to the Library. Anderson has met with the coordinator from the Humanities Council and organized a display for these items.

I. **Director’s Activities**: Anderson attended four City Council/Committee of the Whole meetings as well as a Community Engagement meeting for the City. Anderson spent a lot of time visiting businesses to request and pick up silent auction items for the Great Tomato Festival. She provided a Library tour for a local PEO on 7/20 and promoted the Great Tomato Festival on KCJB 8/3 and KXMC on 8/8. Anderson will continue to work the Thursday evening reference shifts through August 16th and then will be out of the office August 17th through the 24th.
1. Board Business

a. Traffic/Door Count Trends and Comparisons: Anderson provided the results from her inquiry into traffic trends (door counts) at the Williston, Dickinson and Bismarck Public Libraries. MPL was consistently higher in traffic than Williston and Dickinson and the trends in decreases seemed to be shared across all four libraries. The next step MPL should consider is determining WHAT drives people into the library. Anderson mentioned that the MPL Marketing Committee would like to perform an offsite survey to help determine what brings people to the library and what keeps people from the library. Kramer suggested surveying people as they come into the building just to find out what they are there for. Anderson said that she would make sure the Board members (Kramer and Kvigne) on the Board’s Programs and Public Relations Committee were invited to the next MPL Marketing Committee meeting.

b. Building Sealants: Anderson explained that a bid opening for the Library’s sealants was held on Tuesday, July 24, 2018 and only one bid was received for the amount of $119,817.00 from Innovative Masonry Restoration. The budget for this project was only $68,000.00. Anderson reached out to Innovative Masonry to see if there was any flexibility in this pricing and they responded that they “could do the project for $95,000.00. Or would you consider tackling the two worst sides (assuming the North and West get the brunt of the weather). We could tackle 2 sides of the building for $60,000.00?” Anderson asked the Library Board is asked to consider and advise on the following options:
   - Request additional funding of $27,000 to complete the project with Innovative Masonry
   - Accept the option to complete only the north and west sides for $60,000
   - Reject the bid and re-bid (rejecting a bid would need to go to City Council in September, followed by 21 days of advertising for bids with the earliest bid opening being September 19, 2018 IF BIDS WERE REQUIRED)
   - Reject the bid (again, this would have to go through City Council) and break up the project to get the worst sections done locally. Smaller projects do not need to be bid or approved by Council so this would speed up the process a little, but still only get part of the work done

Kramer moved that the Library reject the bid and that the Library Board authorize the Library Director to re-bid or seek quotes per specifications in City ordinance. Kvigne seconded and the motion was carried by the following roll call vote: ayes: Ackerman, Kramer, Kvigne, Olson, VanDelinder.

c. Report of the Library Merger Committee: Anderson shared that the Library Merger Committee had not met since earlier in the summer because they were waiting for appointments from the County Commissioners. A meeting is scheduled prior to the next Library Board meeting. At this time no concrete recommendation has been made as to where the libraries would be housed if there was a merger and the Board suggested that this be memorialized at the meeting, particularly specifying that the current plans would not involve a new location (if that is the decision of the committee). Ackerman asked Anderson to begin considering underutilized space at MPL to consider where additional collections and/or staff would be moved to in the case of combining the libraries at MPL.

Meeting Adjourned at 5:09 PM.

Lisa Olson, Secretary