Board Meeting Minutes

February 18, 2016

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

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

Olson moved and VanDelinder seconded the approval of the January 21, 2015 meeting minutes.

Ackerman moved the approval of the February 2016 bills. VanDelinder seconded. Motion carried.

Anderson presented the January 2016 financial report summarizing the annual expenditures. Most expenditures are on par with the expectations for this point in the year. One area that is over budget is the Worker’s Compensation which Anderson will look into. Anderson also shared information from the City’s Comptroller regarding the Library’s cash reserves. At this time there is nothing the Library can do to increase the cash reserves except not spend all the money allowed in the budget. Anderson will speak to the City Comptroller prior to the March meeting to clarify further. VanDelinder moved to approve the Financial Report and Olson seconded. Motion carried.

A. February’s Director’s Report: Anderson reported on the following:

a. Activities/Programs (January):
   i. 9 Story Hours – 106 attendees
   ii. 6 CLC (Community Learning Center) Programs – 166 attendees
   iii. 3 Head Start Visits – 239 attendees
   iv. 3 ASK (After School Kids) Programs – 34 attendees
   v. 13 “other” programs (LEGO Club, Read Dog, Lego Robotics, MPS in-service) – 292 attendees
   vi. 31 School Visits (@ Jim Hill) – 533 participants
   vii. 2 Gaming Events – 29 attendees
   viii. 3 Makerspace program – 26 attendees
   ix. 3 Doodle Mondays – 8 attendees
   x. 14 Tech Tutor Sessions completed
   xi. Words of Wisdom Author event – 8 attendees

   TOTAL=1,455
b. **Building & Grounds Updates**
   i. HVAC Electronic Controls Upgrade (LiB014) → 98% complete. No
   Changes. Anderson & Scott Timothy (Building Maintenance Manager)
   received some training on the controls, but there is still some controls
   being set by the programmer. There is a faulty control board in one of the
   new boilers and C&C Plumbing has ordered a new one. Payment for this
   project was encumbered and final payment not yet made.

c. **Technology Coordinator:** Initial interviews for the position of Technology
   Coordinator were conducted 2/5/16 and 2/8/16. Second interviews are being
   scheduled with the top candidates and a decision will be made by 2/19/16. Until
   the position is filled Anderson and the Adult Services Librarian will be working to
   complete technology-related duties.

d. **Friends of the Library:** The Friends of the Library, with the help of Library staff,
   conducted a bulk mailing of membership brochures and information about
   upcoming events. This mailing was sent to over 1,600 people in the area and has
   already resulted in an increase of annual membership of more than 30%. The
   Friends of the Library also agreed to fund the purchase of a new microfilm reader
   for the Library at the price of $7,948.42. The Friends will hold a one day book sale
   on 2/13.

e. **Digital Minot Collaboration:** The Minot Public Library will be collaborating with
   the MSU History Department to “preserve Minot’s common heritage”. MSU has
   received a grant from the National Endowment of the Humanities to allow the
   public to bring items to the Library to be scanned by faculty and students from
   the History Department in order to make the items available digitally. The Library
   will serve as the host location on March 5th and assist with promotion of the
   event.

f. **Library Logo:** On 2/9/16 Anderson met with a designer from Lowe’s Printing
   regarding the possible re-design of the Library’s logo. Based on input from the
   Library Board and the Library’s marketing committee in 2015 we believe it is time
   to update the Library’s current logo. Anderson provided the designer with ideas
   and concepts they like and the designer will begin working on options which he
   will share for staff and Board input throughout the process. Cost for this is $60
   per hour and the estimated time is likely to be under 10 hours. Payment will
   come from the Library’s “Operational Supplies” budget (cost to purchase new
   library cards was $4,000 less than budgeted, ensuring there is more than enough
   money in this fund to pay for the logo re-design). The Library’s marketing
committee hopes to have the new logo and also a re-design of the Library’s newsletter *The Peddler* complete in time for the Summer Reading Program.

g. **Director’s Activities:** In January and early February Anderson completed and submitted the complete inventory of personal for the Library’s Fire & Tornado insurance policy. Updated information regarding the new boilers, humidifier and generator were also submitted for the building’s insurance policy. Anderson worked closely with the Friends of the Library to send the bulk mailing and to prepare for the one day book sale. Anderson coordinated with the Minot Story Hour for the 2/13/16 program and also coordinated with the City Manager and Airport Director in order to have the Library offer youth activities at the airport grand opening on 2/20/16. Anderson met with the Library’s marketing committee and scheduled radio and television interviews for upcoming events. Anderson conducted two Library tours in January and attended several City of Minot Department Head meetings.

2. **Board Business**

a. **2016 Library Budget:** Anderson provided the Board Members with an update from the City of Minot. The City Manager has requested that all City departments look at their 2016 budgets and try to reduce spending wherever possible. Anderson provided a list of areas where reductions are already anticipated and will provide updates on this information monthly.

b. **Report of the Building and Grounds Committee:** Anderson provided the report of the Library Board’s Building & Ground Committee which included projects for 2016 (an exterior railing and replacement/addition of a hot water pump) as well as anticipated projects for the next two years. VanDelinder moved to accept this report and King seconded. Motion carried.

c. **Review objectives to Goal A of Strategic Plan:** Anderson shared the objectives for Goal A (“provide excellent customer services with a competent, well trained, and motivated staff”). Board members provided input and suggestions regarding how to measure these objectives and Anderson will submit the objectives again at the March meeting.

d. **Review objectives to Goal C of Strategic Plan:** Anderson also presented the objectives for the goals related to the Children’s Library as created by the Children’s Librarian. Again, the Board asked for some clarifications regarding how to measure if the Library has been successful in meeting these objectives and asked Anderson to revise and present these objectives in March.
e. **Review and approval of 2016 Education & Training Plan:** Anderson presented the 2016 Education & Training Plan as developed by the Library’s Education/Training Committee. Olson moved to approve this plan and VanDelinder seconded. Motion carried.

Meeting Adjourned at 5:25 PM.

[Signature]

Lisa Olson, Secretary