Board Meeting Minutes

November 19, 2015

Board Members Present: Ackerman, Gessner, Olson, VanDelinder

Staff Present: Anderson

President Susan Gessner called the meeting to order at 4:10 PM. President Gessner informed the Library Board that Deborah Johnson has resigned her position on the Library Board due to an upcoming move to Germany. The Board members will consider potential replacements and discuss appointments at the December meeting.

VanDelinder moved and Ackerman seconded the approval of the agenda as presented.

Ackerman moved and VanDelinder seconded the motion to approve the minutes of the October 15, 2015 meeting. Motion carried.

Ackerman moved and VanDelinder seconded the motion to approve the November 2015 budget expenditures of $126,548.98 and memorial expenditures of $1,973.13. Motion carried.

1. November Director’s Report: Anderson reported on the following:
   A. Activities/Programs (October):
      a. 17 Story Hours – 428 attendees
      b. 6 CLC (Community Learning Center) Programs – 168 attendees
      c. 2 Head Start Visits – 208 attendees
      d. 4 ASK (After School Kids) Programs – 62 attendees
      e. 15 “other” programs (LEGO Club, Read Dog, Puppet Shows, Lego Robotics, Movies) – 291 attendees
      f. 1 Teen Movie – 29 attendees
      g. 2 Gaming Events – 28 attendees
      h. 6 Makerspace program – 29 attendees
      i. 2 “Other” Teen Programs (crafts, trivia, etc.) - 30 attendees
      j. 1 School Visit/Tour – 9 attendees
      k. 6 Tech Tutor Sessions completed
      l. Books ‘N Brews – 12 attendees
      m. Sandi Whipple Author Event – 16 attendees
   TOTAL = 1,316

   B. Building & Grounds Updates
   a. Boiler & Humidification Replacement (LiB013) → 99% complete. Expansion tank has been installed, system has been filled and electronic controls are in place and waiting to be tested. However, upon running the boilers the week of 10/26 a slight leak was discovered in the joints. The contractor is working on options to fix
this and the project will not be considered complete until this is repaired and the final walk-thru and staff training have been completed.

b. HVAC Electronic Controls Upgrade (LiB014) → 98% complete. Controls have been installed and are being set by the programmer. Awaiting a final test to complete the project.

c. Hazardous Mitigation Project (LiB016) → 95% complete. No new work has been done and the only remaining item on the punch list is the installation of the correct (ADA compliant) manhole cover which was delayed even later to the week of 11/2/15. A final walk-thru will be completed at this time.

C. Friends of the Library: The Friends of the Minot Public Library held their annual fall book sale in October and raised $2,115.10 plus an additional $400 from the Silent Auction. The Friends will hold their Annual Membership meeting on Friday, November 13 at noon at the Grand Hotel. They are looking to fill one Board position and also to appoint a secretary. The Friends have also been working to revise their bylaws and create procedures for book sales. Anderson and MPL staff, especially Administrative Assistant Stacey Gallup, have been working on preparing mailings for the Friends’ sale, membership drive and the annual meeting.

D. Minot Story Hour: The Friends of the Library has agreed to sponsor the Minot Story Hour which is a community storytelling event for people to share stories about their lives based on specific topics. The first Friends of the Library sponsored event will be 11/5/15 and the topic is “On the Road Again: Stories of Adventure, Transition and Getting Lost Along the Way”. Anderson worked with the Community Foundation to assist in the funding of this project and will work to oversee the event.

E. Server Migration: The Budget Amendment to approve the transfer of $2,448 from Capital Expenditures to Operational Supplies was approved upon first reading by the City’s Finance Committee and approved by City Council on 11/2/15.

F. Ergonomic Grant: The Library has applied for and been granted preliminary approval for an Ergonomic Grant through Workforce Safety & Insurance. This grant will cover 75% of the costs related to an ergonomic assessment as well as 75% of the cost for two (2) extended reach monitor arms for the Adult Services Circulation Desk.

G. L3 Program: Children’s Librarian Paulette Nelson continues to work with the Minot Parks Department, The Ward County Public Library and the Minot Public Schools on the L3 program. This grant-funded program awarded the team $2,000 for a “Storyboard Walk” to be set up along the walking path in Oak Park. In addition to the original fund (which was provided by the Otto Bremer Foundation), Paulette received a commitment for an additional $1,500 from the Give360 program sponsored by the Community Foundation. The “Storyboard Walk” should be in place by the end of May 2016.

H. Makerspace: The final report of the Makerspace grant provided by the Otto Bremer Foundation was submitted by Teen Librarian Pam Carswell mid-October. Pam has also written a grant to the Young Adult Library Services Association of ALA for a 3D printer. In addition, the Library will receive $5,842 from the Friends of the Library to fund the Teen Library Assistant at 10 hours per week in 2016.

I. Director’s Activities: Much of October was dedicated to preparing for the Friends of the Library Book Sale and membership drive. Anderson also conducted training for new staff,
attended City Department Head meetings, coordinated and wrote articles for the Minot Daily News and participated in Ergonomic training and assessment. Anderson will be out of the office 11/9-11/14 and 11/25-11/27, but will be available via e-mail.

2. Board Business

a. **Presentation from St. Joe’s Endowment:** Information was presented to the Library Board by Shelly Weppler regarding the St. Joseph’s Community Health Foundation for the Board to consider placing Memorial Funds into an endowment or into a separate fund which would be created for the Library. City Comptroller Sue Greenheck was available to answer questions the board had on the process of moving Memorial Funds.

b. **Library Memorial Fund:** Ackerman moved and Olson seconded the motion to move the funds from the Library’s Memorial Fund to the Friends of the Library with the agreement that the Friends of the Library president will sign a Memorandum of Understanding outlining some of the specific projects the money is to be used for. Discussion also followed that if the Library Board decides in the future to put money into an endowment the Board would request that the Friends do so. The motion carried.

c. **Approve New Library Mission Statement:** Ackerman moved and Olson seconded the acceptance of the Library’s new Mission Statement as “The Minot Public Library connects, enriches and inspires”. Motion carried.

d. **Approve New Library Vision Statement:** Ackerman moved and Olson seconded the approval of the following Vision Statement for the Library: “The Minot Public Library will be the center of information and exploration for the community. The Library will be a leader in both traditional and state-of-the-art library services, be responsive to the diverse interests and needs of residents of all ages, and create productive partnerships within the Minot community and the region”. Motion carried.

e. **Consider Library Goals:** Anderson presented the following Library goals based on existing goals and input for the Library Board President:
   - Provide excellent customer services with a competent, well trained, and motivated staff.
   - Respond to the interests and needs of adult patrons of the library.
   - Serve as a children’s door to learning while promoting the enjoyment of reading.
   - Provide an environment for teen exploration and expression while continuing to promote the enjoyment of reading.
   - Make residents and organizations of the Minot community aware of the library’s resources and services.
   - Continue to upgrade technology, electronic resources, and access to materials and information services.
   - Manage library resources and functions effectively to achieve the service goals within given financial limitations.
   - Provide a state-of-the-art facility through planning and funding.
Olson moved that the Library Board accept these goals and Ackerman seconded. Discussion followed regarding whether to label these as “strategies” with “tactics” rather than “goals” and “objectives”. General consensus was that it did not matter, but that goals/objectives might be better suited. The motion carried and the Library Director was tasked with bringing specific objectives for each goal to Library Board meetings beginning in January.

Meeting Adjourned at 5:39 PM.

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Lisa Olson, Secretary