Board Meeting Minutes

December 12, 2017

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

VanDelinder called the meeting to order at 4:20 pm. Olson moved to approve the agenda as written, Kramer seconded.

Olson moved to approve the minutes of the November 2017 meeting and Kvigne seconded. Motion carried.

Anderson presented the December bills to-date (which do include some November bills received since the November Library Board meeting). Olson moved to approve the bills, Kvigne seconded and the motion carried.

Anderson presented the Library’s Financial Report as prepared by the City of Minot’s Finance Department. As of the end of November (92% through the year), the Library has expended 75% of the 2017 budget. Kramer moved to approve the Financial Report and Olson seconded.

There were no personal appearances.

1. **December Director’s Report:** Anderson provided an activity report comparing November 2016 (and further back) to November 2017.

A. **Activities/Programs (November):**
   a. 16 Story Hours - 322 attendees
   b. 6 CLC (Community Learning Center) programs - 117 attendees
   c. 3 Head Start visits – 252 participants
   d. 4 ASK (After School Kids) programs – 78 attendees
   e. 1 Tour – 15 participants
   f. 6 “other” events (READ dog, LEGO, movie, Family STEM, etc.) – 95 attendees
   g. 1 TAG (Teen Advisory Group) Meeting – 6 attendees
   h. 1 Teen Movie – 22 attendees
   i. 3 School Visits/Tours – 53 participants
   j. 1 Teen Craft/Trivia Event – 10 attendees
   k. 2 Teen Gaming Events – 15 attendees
   l. 1 Makerspace Event – 15 attendees
   m. 2 Manga Club – 15 attendees
   n. 1 “other” teen event - 10 participants
   o. Tech Ed. @ the Parker – 2 attendees
   p. Books ‘N Brew Book Club – 1 attendee
   q. Women Lead... Women Run event – 30 attendees
   r. DIY Candles – 28 attendees
   g. 10 Tech Tutor Sessions completed
h. Minot Story Hour – 63 attendees
i. Elf on the Shelf program – 17 attendees
j. Color Me Happy Coloring Club – 10 attendees

TOTAL = 1,186

Reference Questions
- Community: 188
- Reference (children): 433
- Reference (adult): 447

B. Building & Grounds Updates
   a. Retaining Wall/Rail (LIB024) → This item is on December’s Library Board agenda.
   b. Library Roof: Work has been completed.
   c. Library Air Conditioning: This item is on December’s Library Board agenda.
   d. Circulating Fan: Work has been completed

C. Friends of the Library: The Friends of the Library held their annual meeting 11/17 at the Vegas motel and it was well attended and well received. The Friends also held a one day book sale on 12/7 which earned more than $800 for the 8 hour sale.

D. Tool Library: Work to catalog the tools has begun, but is proving to be very time-consuming. There is only one librarian who can do this work and the records need to be created from scratch with as much detail as possible. It is unlikely that this work will be completed in December, but should be done by January.

E. Staffing: As of 11/30/17, only 6 people have applied for the Adult Services Librarian job. The post on the ALA site has expired. A hiring committee of 3 MPL employees will review the applications and make a determination as to whether or not to extend the search later this month.

F. Build Minot: Anderson and Randi Monley presented the tabulated data from Build Minot at a November Committee of the Whole meeting. Feedback and support from the City, the Council and media has been very positive. Monley is currently working on personalized letters to specific organizations sharing the pertinent data gathered. We hope that these will be sent out in early January.

G. Holidays: The Library will be closed Sunday, 12/24/17 and Monday 12/25/17 for Christmas; and Sunday, 12/31/17 and Monday, 1/1/18 for New Year’s.

H. State of the City: The City of Minot will host a State of the City event in February and Anderson has been asked to serve on the planning committee and oversee a writing challenge for all 5th graders. Anderson and other MPL staff members will be working on promoting this writing challenge before Christmas and after and then will be in charge of narrowing down the top entries.

I. Director’s Activities: Anderson worked on promotions for various Library programs, including the Minot Story Hour, Recipe Exchange, Book Sale, Holiday Social and Minot’s Common Heritage. Anderson also worked with staff and volunteers to get the Book Sale room ready for the sale and participated in the Recipe Exchange. Anderson arranged for staff training on ergonomics and Workforce Safety and attended a City Department Head meeting as well as a City of Minot Employee Awards event where Debbie Chappo was recognized for 15 years of service and Marci Julson for 20 years. Anderson attended the November Committee of the Whole meetings and December City Council meeting. She filmed a promotional video for the Minot Area Council of Arts on 12/6 and was interviewed by KMOT on 11/29. November and most of December have been dedicated to working on year-end paperwork and reports, including performance reviews. Finally, Anderson will be attending a City of Minot Department Head Retreat on Wednesday, 12/13/17 and will be unavailable for the day.

2. Board Business
   a. Approval of Bids for Library Air Conditioner/Chiller Replacement: A bid opening for the replacement of the Library’s Air Conditioner/Chiller was held earlier in the day and only 2 bids were received. One bid (from Mowbray & Sons) did not have the required bond and Anderson mistakenly opened and read the bid. The other bid, from C & C Plumbing, had the required
paperwork, but was over the budgeted amount so Anderson informed the bidders that she would have to follow-up with the Finance Department as well as the Library Board before providing a recommendation to City Council. The Finance Department verified that there was funding available in the Library’s Building & Grounds account to transfer to this project. Anderson informed the Board of these facts and also shared that the request for bids was published in the Minot Daily News twice. Kramer moved to approve the bid from C & C Plumbing for $71,361.00, Olson seconded. The motion was carried by the following roll call vote: ayes: Kramer, Kvigne, Olson, VanDelinder.

b. **Library Exterior (Retaining Wall) - Recommendation:** As of the date of the December meeting, Rolac had not begun any work on installing the rail for the Library’s retaining wall. As winter weather approaches and the likelihood of this work being done is questioned, Anderson asked the Board if they would like to hear to continue to push for the work to be completed or to tell Rolac to wait until spring. The Board instructed Anderson to speak with Ryan Ackerman to get his input and agreed that they would support any recommendation he had.

c. **Request for Reconsideration:** Anderson shared a “Request for Reconsideration” form submitted by a patron asking that a book be withdrawn. Anderson included her response to the patron and shared her reasoning for not withdrawing the book. The patron can request a follow-up hearing with the Library Board to appeal this decision.

d. **2017 Goals - Update:** Anderson provided the Board with updates from her 2017 goals. Several projects were still ongoing and will remain on the 2018 goals which will be provided to the Library Board by the February meeting.

Meeting Adjourned at 5:15 PM.

Lisa Olson, Secretary