Board Meeting Minutes

April 21, 2016

Board Members Present: Gessner, King, Olson
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 King seconded the approval of the March 17, 2016 meeting minutes.

King moved the approval of the April 2016 bills. Olson seconded. Motion carried.


1. April’s Director’s Report: Anderson reported on the following:

   A. Activities/Programs (March):
      a. 17 Story Hours - 303 attendees
      b. 10 CLC (Community Learning Center) Programs - 246 attendees
      c. 3 Head Start Visits - 262 attendees
      d. 3 ASK (After School Kids) Programs - 29 attendees
      e. 7 “other” programs (Lego Club, Read Dog, Puppet Show, Dr. Seuss Birthday event) - 301 attendees
      f. 2 Teen Movies – 9 attendees
      g. 1 School Visit – 11 participants
      h. 2 Gaming Events – 26 attendees
      i. 3 Makerspace program – 23 attendees
      j. 3 Doodle Mondays – 11 attendees
      k. 16 Tech Tutor Sessions completed
      l. “Tea Time” tasting, discussion & documentary event – 15 attendees

      TOTAL = 1,252

   B. Building & Grounds Updates
      a. HVAC Electronic Controls Upgrade (LIB014)  → 99% complete. All work has been complete and we are now just waiting for final training and adjustments from the programmer with ProControls. Payment for this project was encumbered and final payment not yet made.
      b. Exterior Rail  → Anderson, Wade & Whitty are working on initial designs for the exterior rail and hope to have some proposed designs and a timeline ready for the Library by the end of April. Per Wayne Whitty, the Library will be provided with an estimate of the amount of time they feel it will require to prepare plans and specifications for bidding
and contract administration. AWW will draw up an Owner/Architect agreement and proceed on an hourly basis with a “not-to-exceed” amount.

c. **Hydronic Piping** → The 2015 Building Assessment recommended that the Library replace the existing single pump on the east (“old”) side of the building and also add an additional, redundant pump. The suggested price from the Assessment was $4,500 to do both the replacement and the new installation. However, an estimate from C&C Plumbing for the installation of a new pump came in at $9,761 (not including any possible electrical). The current pump was installed in 2001 and C&C Plumbing says that it appears to be in good shape and does not need to be replaced this year.

C. **National Library Week:** In addition to preparing National Library Week (NLW) promotions for MPL, Anderson has been working with the North Dakota Library Association to coordinate the state-wide “Snapshot Day” during NLW. 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 has coordinated all communication with libraries throughout the state as well as working with Minot area libraries to encourage participation.

D. **National Library Legislative Day:** The North Dakota Library Association, the North Dakota Library Coordinating Council, and the State Library are teaming up to sponsor a local version of National Library Legislative Day. The event will be held at the ND State Library on April 14th beginning at 10:00 am and Anderson sent personal letters of invitation to state legislators and to Minot City Council members. Anderson will attend this event on 4/14 to discuss the great services that MPL is offering to the community.

E. **Friends of the Library:** The Friends of the Library will hold their spring book sale 4/21-4/23 with a pre-sale for members the evening of 4/20/16. Anderson and Administrative Assistant Stacey Gallup have been working with the Friends group to prepare for this sale. In addition, the Friends of the Library Board met on 3/29/16 and approved funding for the following: a popcorn popper for teen events, tote bags for give-a-way during National Library Week as well as prizes and refreshments for the Dallas Gilmore Poetry Contest event on 4/16. Anderson has also been working with the Friends Board to update their bylaws.

F. **Library Staffing:** Susan Baker, who has been with the Minot Public Library for twenty-five years, will be retiring this summer. Children’s Librarian Paulette Nelson will be working with the Library Director to advertise and hire for Susan’s position with the goal of hiring someone early enough that he/she will be able to train with Susan for some time. Per Library policy, the position must first be advertised internally and we anticipate that there will be adequate interest to fill the position with an internal candidate. However, this will lead to further job openings and due to the current hiring freeze for the City of Minot Anderson has already submitted a request to the City Manager to fill the Children’s Library Associate position as well as any further positions that would open.

In addition to Susan’s upcoming retirement, part-time Library Assistant Tammy Dixon has resigned from the Library in order to relocate. Tammy was with the Library for 5 years and her last day was 4/12/16. At this time, management plans on filling the shifts from this vacancy with current employees rather than hiring new staff.
G. **RFID Implementation**: The 3M RFID security gates arrived on 3/15/16. The cost of the gates and corresponding service agreement was slightly less than anticipated and some of the money budgeted for these gates was approved by City Council to be transferred to the Library’s 03-42 (Software Agreements) account. MPL now has the security gates, self-checkout station, staff stations and inventory machine to implement the RFID migration. More than 95% of the collection is ready for the migration and staff are now waiting for technicians from 3M to come install the equipment and provide some basic training.

H. **Library Logo**: Anderson met with the graphic designer from Lowe’s Printing and reviewed initial mock-ups of the MPL logo re-design (samples will be available at the Board Meeting). After reviewing and discussing changes Anderson provided input and requested additional samples to be provided by the end of the month. Time spent on the logo design has so far been approximately 1 hour (cost is $60/hour).

I. **Director’s Activities**: During March Anderson worked on training the new Technology Coordinator (Josh Pikka) who began on 3/14/16. Training is progressing very well and Josh is already moving forward on technology projects. Also in March, Anderson coordinated Customer Service Training for the Library staff. The staff Marketing Committee met on 3/11 to discuss changes to The Peddler Layout and to discuss the committee’s goals including a new branding for library electronic resources as “Digital Resources”; Anderson also worked on promotional materials for the March and April “Color Me Happy” adult coloring club and the April Minot Story Hour “At the Table” event. Anderson participated in virtual meetings for the North Dakota Library Association Executive Board and the NDLA mentorship committee and as current chairperson, also continued communicating with the NDLA New Members Round Table regarding upcoming professional development and events

2. **Board Business**
   
   a. **Libraries Transform**: Anderson presented brief information about the American Library Association’s “Libraries Transform” movement and said that she will be using this as a guideline for making the Minot Public Library a more active and essential part of the community. ([http://www.ala.org/transforminglibraries/libraries-transforming-communities](http://www.ala.org/transforminglibraries/libraries-transforming-communities))

   b. **Review Objectives to Goal B of Strategic Plan**: Anderson presented the objectives for Goal B (“Respond to the interests and needs of adult patrons of the library”) of the Strategic Plan. King moved that the objectives be approved with minor changes. Olson seconded and the motion carried

   c. **Recommendations of the Personnel & Policy Committee**: Minor editing changes were suggested for both the Library Board Bylaws and the Disciplinary & Terminations section of the Human Resources policy, but approve of both was tabled until the next meeting.

Meeting Adjourned at 5:20 PM.

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Lisa Olson, Secretary