Board Meeting Minutes

December 15, 2016

Board Members Present: Ackerman, Gessner, Kvigne, Olson
Staff Present: Anderson

President Susan Gessner called the meeting to order at 4:17 pm and the agenda was approved as written.

Olson moved to approve the minutes of the November meeting and Ackerman seconded.

Anderson presented bills for both November and December as October bills had been mistakenly presented at the November meeting. Ackerman moved the approval of the November 2016 bills and Kvigne seconded. Motion carried.

Ackerman moved the approval of the December 2016 bills presented and Kvigne seconded. Motion carried.

Anderson presented the November 2016 Financial Report from the City of Minot. Olson moved to approve the report and Ackerman seconded the motion.

Doug Larson of JLG Architects summarized the Master Services Agreement and explained that this agreement will serve as the general contract with project orders for each project. Doug and Anderson explained that at this time we anticipate only working on the retaining wall, but that the extent of work will depend both on bids received and potential budget reductions. A copy of the agreement was provided and left with Anderson to provide to the City Attorney for review and signature. Doug also provided Exhibit A to the contract detailing the veneer replacement and new guardrail for the retaining walls. Ackerman moved the Board’s support of the agreement and exhibit presented, pending input from the City Attorney. Olson seconded. The motion was carried by the following roll call vote: ayes: Ackerman, Gessner, Kvigne, Olson.

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

   A. Activities/Programs (November):
      a. 16 Story Hours - 288 attendees
      b. 5 CLC (Community Learning Center) Programs – 89 attendees
      c. 3 Head Start Visits – 244 participants
      d. 4 ASK (After School Kids) programs – 33 attendees
      e. 11 “other” programs (Legos, Read Dog, Puppet shows, etc.) - 167 attendees
      f. 1 TAG (Teen Advisory Group) meeting – 12 attendees
      g. 1 Teen Movie – 13 attendees
      h. 3 School Visits – 185 participants
      i. 1 Gaming Event – 22 attendees
      g. 1 Makerspace Program – 8 attendees
      h. 2 “other” teen programs (Crafts, Trivia, STEM outreach, etc.) – 46 attendees
      i. 11 Tech Tutor Sessions completed
      j. TNT: Tacos ‘N Technology – 59 attendees
B. **Building & Grounds Updates**
   a. **Exterior Renovation** (LIB024) → Anderson and Ackerman met with Doug from JLG to discuss the scope of work and contract for upcoming work at the Library. Doug will draft a Master Services Agreement to span several years so that as projects are ready to begin we can add amendments to the contract. Doug will have the contract to Anderson yet this month and anticipates bidding in the spring for work on the retaining walls.

C. **Build Minot:** The Library has designed logos, T-shirts, tablecloths and brochures for the Build Minot campaign. Staff worked the Showcase of Businesses on 11/17/16 and spoke to hundreds of people about the campaign and already began getting comments on the building blocks. Anderson has reached out to Minot Public Schools, the Chamber of Commerce and Trinity to establish partnerships. She will present information to the MPS Board on 12/8/16 and hopes to send letters and brochures to local businesses later this month to find more partners. Programming for Build Minot has been slow, but staff believe that program ideas may come from the building blocks and therefore may be more beneficial in the summer and fall.

D. **Promotions:** With the new Library logo ready, the staff marketing committee have been working to streamline signage within the building by creating templates and guidelines. In order to add the logo to the website there will be a fee from Results Unlimited, so that this update will not take place until 2017. Work on the new format for *The Peddler* has begun and Lowes Printing should have the final product ready in the next several weeks.

E. **Friends of the Library:** The Friends of the Library held their annual meeting on 11/18. Though attendance at the meeting was low, the outlook for the Friends group is very positive. Membership and revenue grew slightly for the Friends, though some book sales saw decreases. Members approved changes to the bylaws as well as $215 to purchase annual calendars to give-a-way for Library patrons and pre-paid Visa gift cards for teen programs, children’s programs and to purchase coffee supplies.

F. **Winter Weather:** On 11/30 and 12/6 the Minot Public Library closed due to inclement weather. MPL policy states that the Library Director will make the decision to close and notify the media accordingly.

G. **Director’s Activities:** Anderson attended 4 staff trainings, 6 staff meetings (both City and Library) as well as a meeting in Bismarck of the NDLA Legislative Committee. As co-chair of this committee, Anderson will help coordinate communication with state legislators to advocate for support of bills that impact ND Libraries. Anderson has been working with Lowe’s Printing on finalizing the logo and the newsletter and also filmed an interview for the KMOT noon show to discuss the December TNT event. Anderson, along with Teen Librarian Pam Carswell and Technology Coordinator Josh Pikka hosted almost 60 people at the November TNT program; Anderson also helped with a “Fantastic Beasts” program hosted by the Teen and Children’s librarians. Anderson and Pikka coordinated with the City IT Department to install “panic buttons” on several computers within the Library. In November, Anderson began completing performance evaluations for supervisory staff and will meet with each MPL employee to review their evaluation and address any questions or concerns. Finally,
Anderson continues to work on updating the Library’s procedure manual as well as job descriptions and performance evaluations for the current positions at the Library.

2. Board Business

a. **2017 Fine Amnesty**: Anderson presented information on the possibility of offering a “fine forgiveness” week (likely during National Library Week in April) where patron fines would be waived if donations were brought in for a partner organization. Anderson said that more details will need to be worked out including maximum amount waived, but did bring a promotional flier from the Bismarck Public Library which does this each year. Members presented indicated support of this and Anderson will present more details at future meetings.

b. **Comparison: Library employees vs City employees**: Anderson reported that she had spoken with Finance Director Cindy Hemphill, City Comptroller Sue Greenheck and Human Resources Director Lisa Jundt to begin the process of comparing the current salary benefits of Library employees to what other City employees receive. Anderson reminded the Board that the difference goes beyond retirement to include differences in health insurance coverage, social security and performance reviews. The process of comparing this may take a while and Anderson will ultimately support any possible decisions that positively impact staff.

c. **Library Director Goals – 2016**: Anderson presented the list of goals she developed early in 2016 with a status for each. Of 21 goals, 15 were completed and several others were begun and not completed. Anderson will provide a similar list of goals for 2017 at the January meeting.

d. **Library Director Evaluation**: Gessner reminded Board members to submit their input to her and said that she would compile the information and meet with Anderson within the next few weeks.

Meeting Adjourned at 5:10 PM.

Lisa Olson, Secretary