Board Meeting Minutes

May 18, 2017

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

President Susan Gessner called the meeting to order at 4:16 pm and the agenda was approved as written.

Olson moved to approve the minutes of the April 2017 meeting and Ackerman seconded.

Anderson presented the May bills to-date (which do include some April bills received since the March Library Board meeting). VanDelinder moved the approval of the May 2017 bills and Kvigne seconded. Motion carried.

Anderson presented the April 2017 Financial Report from the City of Minot which represents 33% of the year. Ackerman moved to approve the report and VanDelinder seconded the motion.

1. April Director’s Report: Anderson provided an activity report comparing April 2016 (and further back) to April 2017 and asked for input from the Library Board. Gessner questioned the increase of adult library cardholders compared to 2016 and Anderson said she would check that data and report back. Anderson also reported on the following:

A. Activities/Programs (April):
   a. 12 Story Hours - 177 attendees
   b. 7 CLC (Community Learning Center) Programs – 173 attendees
   c. 3 Head Start Visits – 261 participants
   d. 2 ASK (After School Kids) programs – 23 attendees
   e. 1 Tour – 15 attendees
   f. 7 “other” programs (Legos, Read Dog, Movies, etc.) - 315 attendees
   g. 1 Teen movie – 18 attendees
   h. 2 School/Community Visits – 670 participants
   i. 2 Gaming Events – 24 attendees
   j. 1 Manga Club – 5 attendees
   g. 2 “other” teen programs (Craft/Trivia & Fandom) – 33 attendees
   h. 10 Tech Tutor Session completed
   i. Minot Story Hour – 57 attendees
   j. 4 Money Smart Week programs – 19 attendees
   k. 1 Tech. Ed Classes @ Parker – 3 participants

TOTAL = 1,803
B. **Building & Grounds Updates**
   a. **Server Migration** (LIB022) → Work to run fiber lines from the Library to City Hall began 5/2/17. After consulting with IT and Traffic, it was determined that the Traffic Department would be responsible for locating the line for future projects. However, this did require including a ‘tracing wire’ which was not included in the original quote. Anderson approved the addition of this expense, which will likely be less than $200.
   b. **Exterior Renovation** (LIB024) → City Council approved the recommendation of Rolac Contracting. A pre-construction meeting will be scheduled for the week of 5/15 with work hopefully starting soon after.

C. **Build Minot**: All 3 Build Minot sculptures have been returned to the Library and staff plan to begin documenting the comments the week of 5/22/17. Completed blocks will be gathered for display at the community fair and blank blocks will be available for people to add more comments at the community fair. Library staff hope to have the information tabulated and ready for distribution by July.

D. **Build a Better World Community Fair**: Plans for the “Build a Better World” Community Fair on Saturday, June 3rd at the Auditorium are progressing well. 16 community organizations have already confirmed that they will attend and have a table with information about their services. Pangea House has written a children’s musical based on the theme and will perform it at 2:00 pm. Make a Scene Kids Theatre will be providing and selling concessions. We would still like to see more groups sign up to have a table and will need volunteers for some of the work needed, but staff are pleased with the progress so far.

E. **Staffing Updates**: MPL Administrative Assistant, Stacey Gallup, announced that she will be relocating to Texas early this summer. Stacey has been with the Minot Public Library for six years and has been a tremendous asset. Currently, Stacey’s duties include payroll, billing, coordinating volunteer events and much more. Ultimately, it is Anderson’s goal to make this position full-time, but due to budget constraints it will not be possible to hire a full-time replacement at this time. Anderson has discussed this vacancy with the City Manager and though the City is still under a hiring freeze, he has said vacancies have been filled. Anderson will submit a formal request to hire someone for this position and when approved will begin with an internal search. Stacey’s last day has not yet been determined, but we hope that her replacement will have sufficient time to train with her.

F. **Volunteer Appreciation**: Each year, the Library hosts a volunteer appreciation event for the volunteers who make many of the Library services possible. In the past, this has been a dessert social hosted at a local hotel. In 2016, staff hosted the event at the Library though and staff brought homemade desserts which was much appreciated by the volunteers. Based on this positive response, the volunteer appreciation will again be held at the Library for volunteers. The date for this is tentatively scheduled for 6/15 in order to allow Board Members to attend prior to the June Board meeting. More information will be mailed out by the end of May.

G. **2018 Budget**: Work on the 2018 budget has begun. Anderson has begun compiling the results from the annual salary survey and will meet with Finance Department staff the week of 5/15/17 to review anticipated revenue. The City of Minot is also hosting Budget Workshops on 5/16/17 and 5/23/17 at 4:30 pm which Anderson will be attending. These workshops will be very informative and are intended to help elected officials and citizens better understand how the City of Minot prepares annual budgets and more.

H. **Director’s Activities**: On April 4th Anderson attended the NDLA Legislative Committee’s “Day at the Capitol” and began wrapping up committee meetings for this session. In April, Anderson attended 4 MPL staff meetings and 5 City meetings. MPL also hosted the annual consortium meeting for other area libraries who use the same circulation system as MPL. This annual meeting also included training for the libraries. Anderson and Gallup spent much of the month preparing for the Friends of the Library annual spring book sale and the annual Staff
Appreciation event on the 27th. Anderson attended CPR training provided by the City of Minot on 4/18/17, the bid opening for LIB024 on 4/20/17 and spoke with KMOT about the Build Minot campaign on 4/24/17. Anderson met with the City Manager on 4/27/17 and discussed the Library’s 2016 annual report as well as the community fair and Build Minot campaign.

2. Board Business
   a. **2018 Budget Process**: Anderson presented the City of Minot Budget Principles & Priorities for fiscal year 2018 as relayed by the Mayor and City Council to the City Manager. Anderson asked the Board to consider dates for committee meetings as the budget normally goes through the Personnel and Policy, Building and Grounds and Budget and Finance committees prior to being recommended to the Board. Ackerman suggested rather than multiple meetings, that Board members attend one special, working meeting to discuss all the issues related to budget. Board members decided on a date of 6/6/17 for the special meeting.

   b. **2017 – 2018 Board Member Positions/Openings**: Anderson reported that VanDelinder’s term was due to expire at the end of June and asked if he would be willing to continue serving on the Board. VanDelinder agreed to an additional term (through June 2020). Anderson also told Board members that Gessner would be resigning early and that the June meeting would be her last. Gessner became a Library Board member when a position became vacant and she has served on the Board for 6 years, much of that time as president. Anderson asked Board members to think of possible replacements for Gessner and to also consider nominations for President, Vice President and Secretary as these positions are to be elected at the June meeting.

   c. **Report of the Programs & Public Relations Committee**: Anderson shared that the Programs & Public Relations Committee of the Library Board met to discuss the purpose of the committee. Anderson identified 3 major challenges to library programs and public relations: 1.) Staffing 2.) Funding and 3.) Making people aware of the Library and its services. Anderson reported that the committee ultimately determined that it should remain and meet periodically and that Anderson would invite members to the staff marketing committee meetings. In addition, committee members shared may ideas for programs and promotional events.

Meeting Adjourned at 5:02 PM.

Lisa Olson, Secretary