Board Meeting Minutes

March 17, 2016

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

President Susan Gessner called the meeting to order at 4:10 pm. The meeting agenda was approved as presented.

Ackerman moved and VanDelinder seconded the approval of the February 18, 2016 meeting minutes.

Ackerman moved the approval of the March 2016 bills. VanDelinder seconded. Motion carried.

Anderson presented the February 2016 financial report summarizing the to-date expenditures. Most expenditures are on par with the expectations for this point in the year; however with the City of Minot’s request to reduce expenses the goal will be to expend less each month. One area that is over budget is the Worker’s Compensation which is due to an unanticipated increase is this expense for 2016. Anderson also presented information regarding anticipated savings in 2016. VanDelinder moved to approve the Financial Report and Ackerman seconded. Motion carried.

1. March’s Director’s Report: Anderson reported on the following:
   a. Activities/Programs (February):
      16 Story Hours – 370 attendees
      8 CLC (Community Learning Center) Programs – 206 attendees
      3 Head Start Visits – 271 attendees
      4 ASK (After School Kids) Programs – 35 attendees
      1 Puppet Show – 30 attendees
      8 “other” programs (LEGO Club, Read Dog, Guys Read, etc.) – 500 attendees
      2 Gaming Events – 34 attendees
      2 Makerspace program – 16 attendees
      3 Doodle Mondays – 4 attendees
      1 Teen Movie – 12 attendees
      1 Craft/Trivia – 19 attendees
      14 Tech Tutor Sessions completed
      Books ‘N Brews Book Club – 11 attendees
      Color me Happy Coloring Club - 25
      Minot Story Presents: “Love Actually” – 54 attendees

      TOTAL = 1,581
b. **Building & Grounds Updates**
   
   i. HVAC Electronic Controls Upgrade (LIB014) → 99% complete. C&C Plumbing replaced the faulty board and now we are just waiting on the ProControls programmer to make final adjustments. Anderson & Scott Timothy (Building Maintenance Manager) received some training on the controls, but will request more clarification once the controls are programmed. Payment for this project was encumbered and final payment not yet made.

   ii. Plumbing → Late in February the staff discovered a leak in the Children’s Library. C&C Plumbing was called in to repair/replace a portion of pipe and also discovered another small leak that was repaired. Billing has not been received for this work yet.

   iii. Exterior Rail → Anderson met with Paul Kramer at Anderson, Wade & Whitty to discuss the designs and process to move forward with the installation of an exterior rail along the stone wall at the front of the building. More information will be provided as it is available.

   iv. Hydronic Piping → Based on the 2015 Building Assessment completed by Anderson, Wade and Whitty it is recommended that the Library replace the existing single pump on the east side of the building and also add an additional redundant pump. C&C Plumbing has been asked to report on the actual age of the existing pump as they were the original installers and to also provide an estimate to add new pumps. The 2015 Building Assessment suggested a project cost of $4,500.

c. **Technology Coordinator:** The position of Technology Coordinator has been offered to Joshua Pikka. Josh accepted the position and will be relocating to North Dakota from Michigan to begin work on 3/14/16. Josh will be working closely with Anderson and the other Library staff over the next several weeks to receive training on all of the Library’s policies and procedures.

d. **Marketing:** On 3/11/16 Anderson met with the MPL staff marketing committee to discuss the Library’s goals for marketing (see Library Board Meeting agenda) as well as possible logo designs and a new lay-out for *The Peddler*.

e. **Director’s Activities:** After concluding interviews for the Technology Coordinator position and offering the job to Joshua Pikka, Anderson has been working on a training plan for Josh’s first two weeks on the job. Anderson has also been acting as interim Technology Coordinator during this time and troubleshooting a variety of technology issues. On February 20th, Anderson attended the grand opening of the Minot Airport. The Library had 3 tables at the airport with a variety of activities and information for the public. Anderson also
attending a training session for the 3/5/16 “Scan Day” event and presented information about the event on the KXMC Noon Show.

Director’s goal related to the training of the Technology Coordinator and the implementation of RFID have been delayed due to the time required for the candidate search.

2. Board Business

   a. **Election of Vice President:** The position of the Library Board Vice President has been vacant since the December 2015 resignation of the previous Vice President. Alan VanDelinder was nominated as Vice President by Ackerman. The motion was seconded by King and unanimously approved.

   b. **Report of the Personnel & Policy Committee:** Anderson provided the report of the Library Board’s Personnel & Policy Committee which included changes to the Library’s Human Resources and Operational policies. VanDelinder moved to accept these revisions with some changes and Olson seconded. Motion carried.

   c. **Approve objectives to Goal A of Strategic Plan:** Anderson presented revisions to the objectives for Goal A (“provide excellent customer service with a competent, well trained, and motivated staff”). Ackerman approved the goal with some minor editorial changes and Olson seconded. Motion to approve Goal A with recommendations carried.

   a. **Approve objectives to Goal C of Strategic Plan:** Anderson also presented the changes to the goal related to the Children’s Library as created by the Children’s Librarian. VanDelinder moved approval of this goal with some minor suggested changes, Ackerman seconded. Motion carried.

   b. **Review objectives to Goal E of Strategic Plan:** Anderson shared the objectives for Goal E (“Make residents and organizations of the Minot community aware of the library’s resources and services”) as prepared by the MPL staff marketing committee. Ackerman moved approval of these objectives with suggested revisions and Olson seconded. The motion to approve the objectives carried.

   c. **Review 2016 Building & Safety Inspection:** Anderson distributed the 2016 report of the Building & Safety Inspection Committee as facilitated by Building Maintenance Manager, Scott Timothy.

Meeting Adjourned at 5:09 PM.

[Signature]
Lisa Olson, Secretary