Board Meeting Minutes

March 7, 2018

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

The meeting was called to order at 4:18 pm and the agenda was approved as written.

Ackerman moved to approve the minutes of the February 2018 meeting and Kramer seconded. Motion carried.

The City of Minot Comptroller, Sue Greenheck, presented the Library’s 2017 end-of-year “Combining Balance Sheet” and “Schedule of Revenues, Expenditures and Changes in Fund Balance, Budget and Actual.” She reported that the Library ended 2017 with approximately $269,000 in available cash reserves. She noted that while $457,415 was actually available, one-twelfth of the operating budget is required to be reserved and she recommends reserving more than that when possible. Approximately $141,000 was encumbered into the 2018 budget and not included in these reserves. Anderson asked what the general outlook for 2019 would be and Greenheck said that while property tax delinquency has decreased, it is still likely to be a very tight budget with only necessary projects being approved.

Greenheck also presented the detailed budget report for expenditures through February 2018 and noted that with 17% of the year lapsed the Library had expended 15% of its budget which is positive since many expenses are annual and paid at the beginning of the year. Ackerman moved approval of the Financial Report and Kvigne seconded.

Anderson presented the March 2018 bills, which included some February bills and only a few bills from March. Ackerman moved to approve the bills and Kvigne seconded, motion carried.

There were no personal appearances.

1. **February Director’s Report:** Anderson provided an activity report comparing February 2017 (and further back) to February 2018.

A. **Activities/Programs (February):**
   a. 16 Story Times - 263 attendees
   b. 6 CLC (Community Learning Center) programs - 150 attendees
   c. 3 Head Start visits - 252 participants
   d. 3 ASK (After School Kids) programs - 49 attendees
   e. 8 “other” events (READ dog, LEGO, movie, etc.) - 86 attendees
   f. 2 Teen Movies - 22 attendees
   g. 1 School Visit/Tour - 16 attendees
   h. 2 Teen Craft/Trivia Events - 31 attendees
   i. 2 Teen Gaming Events - 25 attendees
j. 1 Makerspace Program – 10 attendees
k. 1 Anime Afternoon – 5 attendees
l. 1 Manga Club – 9 attendees
m. 1 “other” Teen Program – 14 attendees
n. Book Art Program – 23 participants
o. Tech Ed. @ the Parker – 4 attendees
p. Minot Story Hour – 17 attendees
g. 6 Tech Tutor Sessions completed
h. Color Me Happy Coloring Club – 14 attendees

TOTAL = 996

Reference Questions

- Community: 364
- Reference (children): 450
- Reference (adult): 629

B. Building & Grounds Updates

a. Retaining Wall/Rail (LIB024) → The railing has been installed and cables will wait until spring along with additional caulking. A payment request was processed for Rolac, holding 10% of the total contract for retainage.

b. Library Air Conditioning: A contract is being reviewed by the City Attorney and, if approved, will go to the mayor for a signature later this month for work to begin in April.

c. Electrical: Estimates for electrical work for the parking lot were received in December and work will be done to replace some parking light bulbs once the weather is more conducive.

C. 3D Printer: The 3D printer became available 3/1/18 with 15 people attending a program showing how to use the printer.

D. Tool Library: The Tool Library opened Monday, 3/5/18. Pikka is working with the AmeriCorps VISTA and City of Minot Building Inspection Department to schedule a program later in March to help promote the Tool Library. The program is tentatively scheduled for 3/24 and will demonstrate how to change a kitchen sink.

E. Friends of the Library: The Friends of the Library Board met 2/7/18 and set their spring book sale for 4/18 – 4/21. Anderson met with Friends’ Board President Dave Leite and Susan Gessner on 2/27 to discuss a potential historical program later this spring.

F. Director’s Activities: Anderson spent much of February preparing for the launch of the 3D Printer and Tool Library. The MPL Policy & Procedure committee met several times to finalize policies and procedures for these services. In addition, Anderson met with a representative from Job Corps regarding volunteers for the Tool Library and also met with Val’s Cyclery to discuss the possibility of installing Minot’s first-ever bike repair station at the Library. Anderson also attended several City meetings including a Department Head meeting and the first meeting of the City’s Community Engagement Team. As chair of the ND Digital Consortium, Anderson sent communication to ND libraries about the OverDrive digital resource, created a survey for the consortium and continued to answer questions from participating libraries as needed. Anderson completed revisions to the Library’s 128+ page procedure manual, completed the annual building inspection, placed orders for the 2018 Summer Reading Program and began work on the ND State Library’s annual report (due in April). On February 10th, Anderson co-hosted the Minot Story Hour. Finally, Anderson will be out of the office from 3/9/18 to approximately 4/9/18 and has been working to get spring projects started and assign duties to other staff.
2. Board Business

a. **2018 Library Building Inspection:** Anderson presented the Board with the annual building inspection report as conducted by Building Maintenance Supervisor, Scott Timothy, along with other staff. Anderson pointed out that no major issues were identified. Board members indicated that the sections of sidewalk that are uneven should probably be fixed this year if possible.

b. **MPL 5-year Technology Plan:** Anderson shared the MPL 5-year Technology Plan as drafted by the Library's Technology Committee. Anderson pointed out that while the 2019 plan was mostly concrete, the following years were projections and may change. Anderson also emphasized that MPL staff would really like to further explore the digitization of the *Minot Daily News* on microfilm and set defined dates for this project. Finally, Anderson told the Board that the committee began discussing future plans for circulating music collections as CDs are becoming less common. This will continue to be a subject the committee will explore.

c. **Report of the Personnel & Policy Committee:** The Board’s Personnel & Policy Committee met 2/20/18 and determined that no change was needed to the current MPL Organization Chart. The Committee discussed the option of creating an Assistant Director position for MPL, but determined that due to the requirement to add additional staff this was not financially possible at this time. In addition, the Committee discussed the current job description for the MPL Adult Services Librarian position. The Committee agreed to keep the requirement for a Master’s in Library Science degree, but decrease the required amount of experience. Kramer provided an updated and consolidated version of the job description which Anderson revised and posted on the library’s website and to local listservs on 3/7/18.

Meeting Adjourned at 5:30 PM.

[Signature]
Janet Anderson, Acting Secretary