Board Meeting Minutes

January 19, 2017

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

President Susan Gessner called the meeting to order at 4:19 pm and the agenda was approved as written.

Olson moved to approve the minutes of the December 2016 meeting and Kvigne seconded.

Anderson presented the December 2016 Financial Report from the City of Minot which represents most expenditures for the year, though some expenditures had not yet been included. Based off the information available, the Library was able to spend approximately 87% of the original 2016 budget. VanDelinder moved to approve the report and Kvigne seconded the motion.

Anderson presented bills for both December and January as these bills were divided into two separate fiscal years. VanDelinder moved the approval of the December 2016 bills and Olson seconded. Motion carried.

Olson moved the approval of the January 2017 bills presented and Kvigne seconded. Motion carried.

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

A. Activities/Programs (December):
   a. 2 Story Hours - 30 attendees
   b. 5 CLC (Community Learning Center) Programs – 74 attendees
   c. 3 Head Start Visits – 216 participants
   d. 3 ASK (After School Kids) programs – 26 attendees
   e. 7 “other” programs (Legos, Read Dog, Puppet shows, etc.) - 100 attendees
   f. 1 TAG (Teen Advisory Group) meeting – 2 attendees
   g. 1 Gaming Event – 9 attendees
   h. 2 “other” teen programs (Crafts, Trivia, STEM outreach, etc.) – 21 attendees
   i. TNT: Tacos ‘N Technology – 15 attendees
   j. “Color Me Happy” Coloring Club – 5 attendees
   k. 1 Tech. Ed Classes @ Parker – 2 participants

   TOTAL = 501
B. Building & Grounds Updates  
   a. **Exterior Renovation** (LIB024) → Contract was reviewed by City Attorney, amended by JLG and signed by the mayor 1/6/17. The next step will be to meet with Doug and begin plans for the retaining wall (agenda item #8a).

C. Build Minot: The Library is ready to fully kick-off the Build Minot campaign 1/23/17 with 3 locations lined up to host the block sculptures through 2/6/16 and 3 more wanting to host starting on 2/6/16. The Minot Daily News ran an article on the campaign 1/10/17 as well as a very supportive editorial on 1/11/17. KMOT interviewed Anderson and staff member Randi Monley for the 1/11/17 evening news. Anderson will supply an article for the next Chamber of Commerce newsletter and the Chamber will also be including information about Build Minot in its relocation packets for the MAFB. Anderson has also reached out to The Minot Voice. The next steps for Build Minot will be to continue arranging for locations and to plan for the wrap-up event.

D. **2017 Programs:** The Winter/Spring edition of *The Peddler* was made available in December and included all scheduled programs through May. In addition to continuing popular programs such as Saturday gaming for teens, Adult Coloring Club, technology education at The Parker Senior Center and various story times, MPL is also introducing some new programs such as “Mommy Meet-Up” every Thursday, mini golf in the Library on 1/20, a finance series in April and a Job Hunting series in May. MPL will continue to offer Books ‘N Brews, TNT and technology programs for adults along with more than 30 special events for children and teens.

E. **Employee Annual Reviews:** Anderson met with every Library employee in November/December to go over their reviews and ask for input from each on how the Library is doing and what can be improved. These meetings were very beneficial and some suggestions have already been implemented while other suggestions and input are being compiled and will be shared with other staff as needed.

F. **2017 Finances:** Revenue projections for the state and city still indicate that funding will be tight this year. The City Comptroller has said that only necessary purchases should be made through at least January as they are still receiving and calculating December revenue. Anderson has already begun looking at the anticipated 2017 expenses to see where reductions can be made.

G. **City of Minot:** Anderson has met with the new City Manager Tom Barry twice to discuss how the Library can help meet City needs. Barry has indicated that the City needs to continue improving communication and that he thinks the Library can assist in this. Barry has also asked all Department Heads to consider how they can give 15% of their time to City-wide projects, work, needs, etc.

H. **North Dakota Library Association Legislative Committee:** As co-chair of the NDLA Legislative Committee, Anderson has been meeting weekly with the committee to draft a communications plan and identify important bills. In January, Anderson also spearheaded a campaign to have library supporters submit letters of support for HB1013 which includes the ND State Library’s budget. Testimony for this bill was heard 1/12/17 and reductions would directly impact MPL.

I. **Director’s Activities:** Anderson attended various meetings of MPL staff committees, City department meetings and NDLA Legislative Committee meetings. Anderson attended Workforce Safety Training and completed the annual safety audit through WSI. On 12/15/16 Anderson attended the annual Schell’s Day of Giving where the Library received a $500 donation from Scheels. Anderson continues to work on updating the Library’s procedure manual and job descriptions. The Library was closed 12/24-12/26 and 1/31-1/2 for the holidays.
2. Board Business

a. **Exterior Renovation Project (LIB024):** Doug Larson and key staff with JLG Architects had communicated that they would like to meet with Anderson and members of the Board’s Building & Grounds committee to discuss initial renderings and timeline. Ackerman and VanDelinder agreed to February 1st at 3:30 pm for this meeting. Anderson will communicate with JLG.

b. **5 Year Technology Plan:** Anderson presented the 5 year Technology Plan for MPL as proposed by Technology Coordinator Josh Piikka and the Technology Committee. Anderson pointed out several areas where potential savings could be made and answered questions about some of the replacements scheduled, such as the new self-checkout machine.

c. **2017 Education and Training Plan:** Anderson shared the 2017 Education Plan developed by the MPL Education/Training Committee and prepared by the committee’s chair Paulette Nelson. Anderson emphasized that staff training remains a priority, though the staff usually try to get training for free or at very low costs. Anderson did share that the majority of staff seemed to want another all day in-service, but that this time she would attempt to schedule it on a holiday when other government offices are often closed. Board members suggested Veteran’s Day.

d. **Comparison: Library Employee’s vs City employees:** Anderson reported that she met with 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. The initial meeting clarified that for employees to be on the same plan/schedule as other City staff, they would need to be classified as Civil Service and hiring would go through the City and staff would follow the City’s HR policy as well as scheduled holidays, etc. Anderson asked for clarification from the Board on whether they were interested in finding out what was involved in moving all salary/benefit plans to the City’s plan or just retirement. Olson said that she’d like to know what the difference would be if all salary/benefits were the same as current City employees. Anderson said that she will continue to do research and comparisons and that the Board’s Personnel & Policy Committee should meet to review the information and then present their recommendation. Anderson hopes that this will be able to be completed this spring.

e. **Library Director Goals – 2016:** Anderson presented her goals for 2017. The Library Board recommended that these goals be included in Anderson’s personnel file with the City and that she re-visit them this summer with an update. Board members also asked Anderson to provide them feedback as needed as to how they can help support these goals.

3. Personal Appearances

a. A citizen/patron joined the meeting after the designated personal appearances on the agenda, but Board President Gessner asked if the person had any questions or comments she would like to add. The Board and the citizen discussed news resources available through the Library as well as ways to make information about the local economy more readily available.

Meeting Adjourned at 5:22 PM.

Lisa Olson, Secretary