Board Meeting Minutes

July 18, 2019

Board Members Present: Kvigne, Pitner, Ulrickson and VanDelinder
Staff Present: Anderson

The meeting was called to order at 4:15 pm. There were no changes to the agenda.

Kvigne moved to approve the minutes of the June 18, 2019 board meeting and Ulrickson seconded. Motion carried.

Anderson presented July 2019 bills to-date. Kvigne moved to approve the bills and Pitner seconded, motion carried.

Anderson presented the detailed budget report for expenditures through June 2019 as compiled by the City’s Finance Department.

There were no personal appearances.


A. Activities/Programs (June):
   a. 18 Story Times – 611 attendees
   b. 1 CLC Program – 20 attendees
   c. 11 Summer Reading Programs – 509 participants
   d. 6 “other” events (READ dog, Conservation, Lego Club) – 86 attendees
   e. 4 Teen movies – 55 attendees
   f. 3 Teen Craft/Board Game events – 83 attendees
   g. 1 Teen Gaming Event – 11 attendees
   h. 2 Makerspace Programs – 39 attendees
   i. 1 Manga Maniacs & a Show – 9 attendees
   j. 3 “other” teen events (2 lock-ins & Space Mafia) – 48 participants
   k. Books ’n Brew – 9 participants
   l. Tech. Ed. at the Parker – 3 attendees
   m. Tech. Ed. at Edgewood – 2 attendees
   n. Celtic Guitarist – 58 attendees
   o. Publish or Perish Writing Group – 12 participants
   p. MPL Game Night – 14 attendees
   q. Cinema Series – 5 attendees
   r. 2 MPL Star Wars Movies – 8 attendees
   s. Color Me Happy Adult Coloring Club – 15 attendees
   t. 3 Tech Tutor Sessions completed
B. **Building & Grounds Updates**
   a. **Water Damage** → The cost to repair the damage from the water fountain leak did not meet the Library's deductible ($5,000) so the costs will be paid by the Library. In addition, Anderson will get quotes to replace the water fountain by the end of the summer.
   b. **Digital Sign** → Scott Timothy removed the sign on the walkway and is looking will affix the letters from that sign to the black panel to the left of the digital sign.
   c. **Exterior Renovation** → JLG provided estimates for the exterior work to be done in 2020 to cover and protect the precast. Anderson included the estimate of $321,950 in the Library's 2020 budget and money is budgeted in 2019 for JLG to design the work and prepare construction documents. This building repair/improvement has been recommended since at least 2015 and will help protect the existing columns, canopies, etc. without having to replace them. JLG and Prairie Engineering evaluated the building on 7/10 to determine what mechanical work would be done and impacted.
   d. **Building Sealants** → Sticky Construction began work on replacing the building sealants the last week of June. They anticipate that it will take no more than 4 weeks to complete, but have lost some time due to rain. As they remove and replace the sealants, they are finding a lot of deterioration and have been providing Anderson with photos when possible. The crew has noted that the sealants around the windows on the south side of the building are especially bad and in places are no longer solid. Likewise on the south side, some caulking between the precast is almost completely gone. The crew supervisor said that if the precast doesn’t get covered, we should plan for this type of work at least every 5 years.

C. **Library Promotions:** Anderson continues to work with the chair of the MPL Outreach Committee and Committee Chair (Randi Monley) on the marketing campaign made possible by the Friends of the Library. A static billboard will be put up near the Medicine Shop on Broadway in mid-August. Monley is almost done working with a graphic designer to create table tents to put in the Dakota Square Mall food court in August. These table tents will be 3-sided and the Great Tomato Festival will pay for 1/3 of the cost. In addition, Anderson continues to submit articles to the *Minot Daily News*, contact local media, create online promotions and create/distribute promotions for Library events.

D. **Friends of the Library:** The Friends of the Library One Day Book Sale earned almost $2,000 for the Friends group. Anderson hopes to have the 3-day fall sale in September and will try to arrange for the Friends’ Board to meet in August.

E. **Staffing Update:** On 6/27 Anderson, Kvigne and Children’s Librarian Paulette Nelson interviewed Zhaina Moya for the position of Adult Services Librarian. Moya was the only internal candidate for this position and has been working in the Adult Services area for almost a year. In May, she completed her coursework for her Master’s Degree in Library and Information Sciences. Anderson offered the position to Moya on 7/1 and she accepted. The current Adult Services Librarian, Jessica Mason, began training Moya on 7/8/19 and will continue to do so as well as wrap-up some projects through her last day on 7/26. Moya’s promotion did leave a full-time Library Assistant position vacant and we have decided to turn this into two part-time positions to allow for better staffing coverage and also some budget savings. Mason and Moya began interviews on 7/11 and hope to make an offer no later than 7/18.

F. **Great Tomato Festival:** Preparations for the 31st annual Great Tomato Festival are under way. Anderson has primarily been working to contact businesses for donations to the event’s silent auction. The fundraiser, which raises money for the Friends of the Minot Public Library, the Minot Symphony Orchestra and the Taube Museum of Art, will be held 8/28/19 which is later than usual. Former MPL Library Director, Jerry Kaup, has returned again to help contact sponsors for the event and Anderson has asked for the Friends of the Library Board members to help with sponsors and/or silent auction contacts. A handful of them have offered to help with sponsorships, but Anderson is still looking for volunteers to help contact businesses for silent auction donations.
G. **Library Volunteers:** On 6/26, long-time volunteer Don Tank came in for his last volunteer shift before officially “retiring.” Tank volunteered shelving books for more than 10 years with MPL and was one of only 3 volunteers who did this. The Library often receives inquiries about volunteer opportunities, but is usually unable to offer any opportunities because the training and supervision required is more involved than would be beneficial. However, Anderson and Mason have been discussing ways to improve the volunteer situation at the Library and Mason will work out a rough outline of a revised volunteer program before she leaves MPL and Anderson and Moya will work to implement a more structured volunteer program.

H. **Director’s Activities:** Anderson contacted and met with several people and businesses regarding donations for the Great Tomato Festival over the last month. Anderson attended a City Department Head meeting, City Council meetings, MPL Outreach Committee meeting and led the MPL Leadership meeting. Anderson also met with MPL staff to monitor patrons’ long-overdue collection accounts and met with contractors and staff regarding current and upcoming building projects. Anderson attended a Library outreach event at a Sabre Dogs game and had planned to attend Pride in the Park, but it was postponed. She met with the City Manager on 7/2 to update him on happenings at the Library and also met with the Souris Basin Planning Council to discuss how MPL could be involved with the Creative Economy Summit. Anderson continues to order books for the digital platform, OverDrive, and has placed orders for local books and reference books for the MPL collection. Finally, Anderson will be out of state following the July Library Board meeting (7/19/19-7/29/19).

2. **Board Business**

   a. **2020 Budget Update:** Anderson told the Library Board that the 2020 budget was on schedule to be presented to the City Council on 8/5/19 with the Library’s full budget request. A public hearing for the budget will be held at the auditorium on 8/19/19 at 4:15 pm.

   b. **Fine-Free Update:** Anderson provided some statistics on total accounts with overdue items since July. VanDelinder asked if future reports could include a total number of overdue accounts before July 1st and then add (and delete) accounts weekly. Kvigne asked if we could show just children’s accounts with overdue items. Anderson said that she would work on getting that information and will also try to provide the following no later than the September Board meeting:
   
   i. Average # of days items are overdue (before & after July 1st)
   ii. # of NEW accounts that are at the Collection Agency account status
   iii. Usage of children’s library cards
   iv. Average hold wait time

   c. **Election of Officers:** Kvigne moved to elect the following officers for the 2019-2020 Library Board: Paul Pitner – Secretary; Kari Kvigne – Vice President; Alan VanDelinder President. Pitner seconded. The motion was carried by the following roll call vote: ayes: Kvigne, Pitner, Ulrickson and VanDelinder.

   d. **ND Library Coordinating Council Standards for Public Libraries:** Anderson shared the final of North Dakota’s Standards for Public Libraries and highlighted some areas that MPL could improve. MPL is only lacking in 3 areas in order to meet the highest level of these standards and Anderson will work to meet these standards by the end of this year. While, MPL meets the minimum for some of the marketing/promoting standards, Anderson said that she’d like to see more money and resources go toward promoting library services. Pitner agreed and said that the Library should consider doing more giveaways on social media in order to increase followers. Ulrickson suggested finding more influencing partners, especially teen influencers to help promote the Library online and in the community. Pitner said that partnering may also allow us to get the giveaways from local businesses.

Meeting Adjourned at 5:15 PM.

[Signature]

Paul Pitner, Secretary