Board Meeting Minutes

December 20, 2018

Board Members Present: Kramer, Kvigne, Olson and VanDelinder
Staff Present: Anderson

The meeting was called to order at 4:24 pm. Olson moved to approve the agenda, Kramer seconded and the motion carried.

Kramer moved to approve the minutes of the November board meeting and Kvigne seconded. Motion carried.

Anderson presented the December 2018 bills. Kvigne moved to approve the bills and Olson seconded, motion carried.

Anderson also presented the detailed budget report for expenditures through November 2018 as compiled by the City’s Finance Department.

There were no personal appearances.

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

   A. **Activities/Programs (November):**
      
      a. 16 Story Times – 382 attendees
      b. 7 CLC Programs – 177 attendees
      c. 3 Head Start Visits – 241 participants
      d. 3 ASK (After School Kids) Programs – 53 attendees
      e. 6 “other” events (READ dog, Movie, Lego Club) – 149 attendees
      f. 1 TAG (Teen Advisory Group) Meeting – 8 attendees
      g. 1 Teen Movie – 9 attendees
      h. 2 Community Visits – 13 participants
      i. 1 Teen Craft – 17 attendees
      j. 2 Teen Gaming Events – 43 attendees
      k. 2 Makerspace Programs – 25 attendees
      l. 1 Anime Afternoon – 13 attendees
      m. 1 Manga Club – 9 attendees
      n. 1 “other” teen events – 14 attendees
      o. Tech. Ed at the Parker – 2 attendees
      p. Books ‘N Brew – 10 participants
      q. Publish or Perish Writing Group – 9 participants
      r. Adulting 101: Natural Cleaning – 1 attendee
      s. Tech. Ed at Edgewood – 4 attendees
      t. Poetry Aloud Program – 6 attendees
u. Snakes @ the Library – 47 participants
v. MPL Game Night – 13 attendees
w. 1 Tech Tutor Sessions completed
x. Color Me Happy Coloring Club – 12 attendees
y. Photoshop 101 – 7 attendees

TOTAL = 1,265

Reference Questions

- Community: 774
- Reference (children): 548
- Reference (adult): 557

B. Building & Grounds Updates
a. Digital Sign – Work on the foundation is complete and the box for the panels installed. Rolac has been waiting on Fargo Glass to install the panels, which was supposed to have been done the week of 12/3. The sign is scheduled to be installed the week of 12/17.
b. Exterior Renovation – Anderson will be working to make sure money remaining from the exterior renovation project (LIB024) and Building & Grounds money can be encumbered into 2019 for further design. JLG has provided an amendment to the existing contract for the amount of $47,000 which will need to be signed by the Mayor.

C. 2019 Salary Discrepancy: The memo and Budget Amendment requesting funds from the Library’s cash reserves be moved to the 2019 salaries was approved on second reading 12/12/18 and salaries will be adjusted appropriately.

D. Performance Reviews: Anderson has been working with supervisors to ensure that all staff evaluations are prepared. She has begun completing reviews of all supervisory staff and has started meeting with each staff member individually to discuss their review and goals for 2019.

E. City of Minot Employee Appreciation: Anderson attended the annual City of Minot Employee Appreciation event at the auditorium on 12/12/18. Library employee Randi Monley was recognized for 5 years of services and Scott Timothy received a 30-year award.

F. Annual Holiday Social: Anderson co-hosted the annual Holiday Social/Open-House on 12/12/18 with live music provided by the Minot High School Orchestra and cookies and drinks provided by the Friends of the Minot Public Library. Several City staff and elected representatives attended the social.

G. End-Of-Year Budget: Anderson has been working with staff at the Library and in the Finance Department to ensure that spending remains within the budget and to make any purchases that have been delayed. Supplies and building and grounds items that had not been purchased earlier in the year have been ordered in December as well as some technology. If the budget allows, Anderson may still purchase some furniture to replace public seating areas. Although the Library has been very responsible with spending in 2018, Anderson wants to ensure that a healthy amount is available in cash reserves going into 2019.

H. State of the City: Anderson met with the City committee planning the 2nd annual State of the City and will again be leading the Mayor’s Challenge. However, this year there will be various entries depending on grade level. Anderson sent information to hundreds of area teachers and entries will be due to the Library by 1/11/19 and the State of the City will be held at Magic City Campus on 1/31/18.

I. Director’s Activities: Anderson attended a Legislative Forum held by the City on 11/13/18 and will again be the co-chair of the NDLA Legislative Committee which will be working with state legislators to promote library services and bills that help libraries throughout the state. As co-chair, she presented a resolution to the NDLA Executive Board on 12/4 requesting support of the “One Dollar Per Capita” campaign to support funding of state libraries. Anderson also attended City Department Head and City Manager meetings, Committee of the Whole meetings, City Council meetings, State of the City planning meetings and met with the City Manager over the past month. Anderson worked with the Ward County Public Library Director on 11/21 to discuss planning for the Library Merger Committee meeting held on
11/29. An interview with KXMC was done regarding the merger early in December. Anderson also received training on new City of Minot purchasing cards on 12/3/18 and has been working with staff to determine how these cards will work with Library expenses. Anderson worked with staff to update their deferred compensation contribution for 2019. Finally, Anderson will be out of state 12/26 – 1/3 and the Library will be closed 12/24, 12/25, 12/31 and 1/1.

1. Board Business

   a. **Library In-Service Closing:** Anderson requested that the Library Board approve the closure of the Library on Monday, 2/18/19 for a staff in-service. Anderson noted that this was President’s Day and other City Departments were closed so it should be less of an inconvenience for patrons as other dates. Olson moved to approve closing the Library on February 18, 2019 and Kramer seconded. The motion was carried by the following roll call vote: ayes: Kramer, Kvigne, Olson, VanDelinder.

   b. **Building Sealants Quote Recommendation:** Anderson provided the tally sheet from the quotes received for the building sealants project. The lowest quote was received by Sticky Construction. The quote was considerably less than the other three received and after reviewing them, Anderson had spoken with Board member Ryan Ackerman who said that he felt the Board should accept this quote as the business appears to be reputable and seems to have worked on larger projects than this. With this information, Olson moved to award the work to Sticky Construction and Kvigne seconded. The motion was carried by the following roll call vote: ayes: Kramer, Kvigne, Olson, VanDelinder.

   c. **Update on the Library Merger Committee:** Anderson shared some information from the last Library Merger Committee meeting and noted that while savings seem minimal if the libraries are merged, the Committee is hoping to learn what the County would plan to do with the existing Minot location of the Ward County Library as this would be considered an asset and potential savings. Olson asked the Board to share their thoughts on if they would support a merger. Discussion followed that even if the money saved was minimal, it was still a savings even if there would be upfront costs associated with merging the two Minot locations. The Board was supportive of enhanced services provided through a merger as well as the potential for cost-savings, but overall they expressed that they would support the decision of the Committee.

   d. **Library Director Performance Review:** VanDelinder provided Anderson with the compiled reviews he received from 4 of the 5 Library Board members. Anderson said that she will submit the information to City Manager Tom Barry and thanked the Board for their input.

Meeting Adjourned at 5:31 PM.

Lisa Olson, Secretary