Board Meeting Minutes  

July 21, 2016

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

President Susan Gessner called the meeting to order at 4:16 pm. The meeting agenda was approved by Ackerman with a second by Olson. Gessner provided a recap of the Open Records/Open Meetings Laws training she, Olson and Anderson attended.

Ackerman moved and Olson seconded the approval of the June 16, 2016 meeting minutes. Ackerman also moved to approve the minutes of the Special Board meeting held on July 12, 2016 and Olson seconded.

Ackerman moved the approval of the July 2016 bills. Olson seconded. Motion carried.

Anderson presented the June 2016 Financial Report from the City of Minot. Ackerman requested that information on 2016 revenue be provided at the next Board meeting. Ackerman motioned to approve the Financial Report of June 2016 and Olson seconded. Motion carried.

There were no personal appearances.

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

   C. **Activities/Programs (June):**
   
   l. 16 Story Hours - 353 attendees  
   m. 2 CLC (Community Learning Center) Programs - 62 attendees  
   n. 1 Tour - 33 attendees  
   o. 8 “other” programs (Lego Club, Read Dog, etc.) - 185 attendees  
   p. 11 summer programs (kick-off, Harry Potter event, jump rope, etc.) – 724 attendees  
   q. 1 Teen Movie – 2 attendees  
   r. 1 Gaming Events – 5 attendees  
   g. 1 Makerspace program – 21 attendees  
   h. 4 Doodle Mondays/Open Swim – 17 attendees  
   i. 6 “other” teen programs (SRP kick-off, trading cards, Harry Potter, etc.) – 283 attendees  
   j. 13 Tech Tutor Sessions completed  
   k. Books ‘N Brews Book Club – 3 attendees  
   l. “Color Me Happy” Coloring Club – 6 attendees

   **TOTAL = 1,707**

N. **Building & Grounds Updates**

   a. **HVAC Electronic Controls Upgrade (LIB014)** → Complete. Final payment approved at 7/5/16 City Council.
b. **Air Conditioning**  
On 7/7/16 the chiller which controls the cooling for the east side of the Library quit working. Inspection by Mowbray and Son showed that a switch had burnt out and needed to be replaced. The switch was replaced on 7/13/16, but cooling to the building was still unable to be restored because the technician did not have the correct tools to make the new switch work with the Trane computer.

c. **Exterior Rail**  
The Library needs to move forward with initial work (such as bids) for this project by the end of 2016. Once the project is started the funds can be encumbered into the 2017 budget year to finish.

d. **Parking Lot**  
Anderson worked with Dayna Morton in the City’s Engineering Department to determine what could be done to level some potholes in the Library’s parking lot. The City is currently working with Bechtold Paving and said they could do this work for approximately $1,500. Anderson told Morton to have Bechtold schedule the work.

e. **Hydronic Piping**  
Per the Library Board’s recommendation, Anderson contacted Minot Plumbing & Heating to have the current pump replaced AND to install a redundant pump. The pumps and parts have been ordered and may take 4 weeks to be delivered.

O. **Friends of the Library:** The Friends of the Library Board met 7/13/16. The Friends approved giving the library up to $2,218.70 for a book repair/mending machine and supplies and also approved $960 for the library’s Lego Robotics team. The Friends will be holding a One Day Book Sale on Wednesday 8/17 and their Fall Book Sale 10/5-10/8.

P. **2017 Budget:** Anderson met with the City Manager, Finance Director and City Comptroller to present the 2017 budget as approved by the Library Board in June. The City Manager said that all budgets were being looked at “unrestrained” and then departments will be asked to reduce as needed. On 7/7/16 the City Manager asked all departments to reduce their budgets by 8%.

Q. **Great Tomato Festival:** The Great Tomato Festival Committee has been meeting every other week to prepare for the 8/10/16 event. Anderson has been working on contacting potential donors for the silent auction and has contacted more than 70 businesses and received more than 30 confirmed donations. In addition, Jerry Kaup has been working on sponsorships for the Great Tomato Festival and has confirmed 80 sponsors as of 7/12/16. Donations and sponsors will be accepted through 7/29 when the silent auction pamphlet goes to print. Volunteers will also be needed for 8/9 and 8/10.

R. **Summer Reading Program:** Over 1,150 children, teens and adults have signed up for the Library’s various Summer Reading Programs. Since the kick-off, the Library has offered 29 special programs for the Summer Reading Program along with the regularly scheduled programs.

S. **Director’s Activities:** Anderson met with many of the Library staff to discuss their midyear reviews, conducted Collection Development training with some staff, participated in Interlibrary Loan training, Microfilm training and also completed a building walk-thru with the Maintenance Manager. Anderson attended various City Department meetings as well as City Council. Anderson continued to meet with the Library’s Marketing committee to discuss the logo revision and newsletter update. Anderson will be on vacation 7/22-8/1.
4. Board Business

a. **Exterior Renovation Project:** Based on discussions of the Building & Grounds Committee of the Library Board plans to install a rail on the exterior retaining wall of the Library should be completed after the wall itself is repaired/updated. However, because the rail was budgeted for 2016 some work must begin in order to encumber funds into 2017. Ackerman advised Anderson to speak with the City’s Finance Department to determine what steps and how much needs to be started in 2016. A Building & Grounds Committee meeting will be scheduled once this information is received.

b. **2016 – 2019 Library Board Vacancy:** Anderson recommended Kari Kvigne to fill the vacant Library Board position. Kari has been the school librarian at Bel Air Elementary School for 25 years and began her career in libraries working at the Minot Public Library while still in High School. Kari continued to work part-time for MPL off and on through 2012. Kari remains involved with MPL as a “Book Buddy” and is a strong supporter of the Library, especially as related to children’s literacy programs. The Board recommended Anderson forward Kari Kvigne’s name to the Mayor for appointment.

c. **Committee Appointments:** Per Library Board Bylaws appointments to Library Board Committees should be determined each year in July. Board members agreed to keep the committees the same as the past year:
   i. Personnel and Policy: Olson & Vacant
   ii. Budget and Finance Committee: VanDelinder & Ackerman
   iii. Building and Grounds Committee: Ackerman & VanDelinder
   iv. Programs and Public Relations Committee: Olson & Vacant

d. **Review Objectives to Goal F of Strategic Plan:** Anderson presented the objectives for the Strategic Plan goal related to technology ("Continue to upgrade technology, digital resources, and access to materials and information services."). Following discussion Ackerman moved to approve the objectives as presented. The motion was carried by the following roll call vote: ayes: Ackerman, Gessner, Olson.

Meeting Adjourned at 4:45 PM.

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Lisa Olson, Secretary