Board Meeting Minutes

May 17, 2018

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

The meeting was called to order at 4:15 pm and the agenda was approved as written.

Ackerman moved to approve the minutes of the April 2018 meeting and Olson seconded. Motion carried.

Anderson presented the May 2018 bills, which included some bills from April. Ackerman moved to approve the bills and Kvigne seconded, motion carried.

Anderson also presented the detailed budget report for expenditures through April 2018 as compiled by the City’s Finance Department. Anderson noted that with 33% of the year lapsed, the Library had expended 27% of its budget. Anderson found out that account 04-42 has expended over 400% of the budget because an annual service fee for ABM had mistakenly been taken from this account and it should be corrected by the next report. Ackerman moved approval of the Financial Report and Olson seconded.

There were no personal appearances.

1. **April Director’s Report**: Anderson provided an activity report comparing April 2017 (and further back) to April 2018.
   a. Per last month’s request, Anderson included data usage and Wi-Fi usage.

A. **Activities/Programs (April):**
   a. 14 Story Times - 314 attendees
   b. 6 CLC (Community Learning Center) programs - 149 attendees
   c. 3 Head Start visits – 257 participants
   d. 6 “other” events (READ dog, Lego Club, movie, etc.) – 239 attendees
   e. 1 TAG (Teen Advisory Group) meeting – 17 attendees
   f. 4 School Visit/Tour – 637 attendees (including iMagicon)
   g. 2 Teen Gaming Events – 19 attendees
   h. 3 Makerspace Program – 36 attendees
   i. 1 Anime Afternoon – 7 attendees
   j. 1 Manga Club – 7 attendees
   k. Tech Ed. @ the Parker – 4 attendees
   l. Lutheran Social Services Tour – 3 participants
   m. Tool Library Workshop: Wiring – 9 attendees
   n. Tool Library Workshop: Decks – 14 attendees
   o. MSU Health Fair – spoke to 75 people
   g. 4 Tech Tutor Sessions completed
h. Color Me Happy Coloring Club – 18 attendees

TOTAL = 1,809

Reference Questions

- Community: 483
- Reference (children): 581
- Reference (adult): 677

B. Building & Grounds Updates

a. Retaining Wall/Rail (LIB024) → The cables have been installed and additional caulking was completed. Patchwork on the top stones needs to be completed and then a final walk-through will be done.

b. Library Air Conditioning → C&C Plumbing has removed the old chiller unit and installed piping for the new one which should be shipped within the next two weeks.
   i. It was discovered that the other chiller (installed in 2011) has a broken coil which has been causing a leak making only ½ of the unit work. It is possible that the unit is still under warranty so Anderson and C&C Plumbing are both working to find out if the part will be covered under warranty.

c. Electrical → Replacement of several parking lot lights, building lights as well as electricity to the shed have been completed by Minot Electric. Waiting to receive an invoice.

d. Digital Sign → The Library Board Building & Grounds Committee, along with a member of the Friends of the Library and the Planning Department’s Margie Zietz met 4/25/18 to discuss what we need to do to get this project going. The group determined that a sign on the building was not the way we want to go and also clarified some guidelines for City ordinances.
   i. Ackerman and Anderson met 5/7 following an e-mail and drawing from Lance Lang in the City’s Planning Department and they discussed working with JLG to add the concrete work as a change order to the current contract with JLG/Rolac and then have the sign added. Ackerman and Anderson spoke with Doug at JLG and he will work on some drawings and estimates and get back to us.

C. Community Engagement Team: Anderson was appointed to the City Manager’s Community Engagement Team and has been meeting weekly with the team to draft a Community Engagement Strategy. The goal of this team is to work on creating better involvement on behalf of the City as well as to create more opportunities for the community to become involved in local government.

D. IEDC Recommendation: As mentioned at the April Board Meeting, the International Economic Development Council (IEDC) visited Minot earlier this spring and is likely to make a recommendation to combine the City and County libraries (among other recommendations). Anderson met with the City Manager on 5/2 and was asked to explore what would need to be done if this were to be pursued. Anderson has been meeting with the Ward County Public Library Administrator (KerriAnne Boetcher), seeking input from other libraries who have merged and also conferring with the ND State Library. Preliminary research indicates that while this could improve efficiencies and services, it is not likely to save a substantial amount of money and would be a lengthy process. Anderson and Boetcher will continue to look into this and both attended a meeting held to discuss the work the IEDC did while in Minot and though the merging of the two libraries is likely to be a recommendation, it doesn’t appear to be a top priority at this time.

E. NDLA Annual Conference: Anderson is serving as chair of the local arrangements committee for the North Dakota Library Association’s Annual Conference held this October in Minot. The committee met on 5/4 to discuss the opening reception and banquet for the conference and will be looking at ways to host these two socials at a minimal cost to the Association. The reception is tentatively scheduled for the Carnegie Center on the evening of 10/3 and Anderson and others will be looking for donations of
food, wine and funds for this event. Anderson is also on the vendor committee and will be approaching local businesses who serve areas throughout the state or who would have items to sell.

F. **Great Tomato Festival**: The first planning meeting for the Great Tomato Festival was held 4/13/18. The Festival will be held 8/8/18 and celebrates its 30th year. Ticket prices will increase from $25 to $30 and souvenir wine glasses will be available, but most everything else will be the same as previous years. There will be another live auction this year as well as the traditional silent auction. Anderson has already started to reach out and collect donations for the silent auction and Jerry Kaup will be back in Minot after Memorial Day and will begin soliciting sponsors.

G. **Adult Services Librarian**: The job posting for the Adult Services Librarian was posted on the American Library Association’s joblist website and three more applications have been received. This post will expire on 5/31/18 at which time a hiring committee will review applications and schedule interviews.

H. **Director’s Activities**: Anderson presented information about the Library to the Minot Christian Women’s Club on 4/10/18 and gave a tour to a group of volunteers with Lutheran Social Services on 4/24/18. Anderson attended meetings for the MPL Marketing and Policy committees as well as a City of Minot Department Head meeting. Anderson submitted two articles to the Minot Daily News, gathered information for the summer issue of The Peddler, conducted a radio interview and continued to update the Library’s website and Facebook page. Anderson has been working some shifts as the reference librarian on duty and will continue to do so until the Adult Services Librarian is hired. As chair of the ND Digital Consortium, Anderson held an online meeting 4/30/18 to update other libraries on various issues related to our subscription to OverDrive. Finally, Anderson oversaw the Friends of the Library annual spring book sale (which earned close to $3,000) and promoted and hosted the 5/5/18 Minot Story Hour event.

2. **Board Business**

   a. **$5 Tool Cleaning Fee**: Anderson request that the Board approve the following change to the Library’s Operational Policy:

      III. E. 6b A fee of $5.00 will be assessed for any returned tool that requires excessive cleaning. Designated staff inspect and assess the condition of all returned tools and prior to assessing the $5.00 fee, will consult the chair of the Library’s Policy & Procedure Committee if he/she determine that the condition of the returned tool requires excessive cleaning.

      Anderson explained that the $5 fee would prevent patrons from using library services until paid for, but that it was likely that 3 employees would inspect a tool before assessing fee. She also stated that the patron signs a waiver agreeing to any fees assessed by the staff and that this policy was to determine that fee. Ackerman moved to approve adopting this fee, Kramer seconded and the motion was carried by the following roll call vote: ayes: Ackerman, Kramer, Kvigne, Olson, VanDelinder

   b. **2017 Annual Report**: Anderson provided the updated copy of the 2017 Annual Report with the changes suggested at the April Board meeting. Anderson will be presenting information from this report to the Committee of the Whole at the end of May.

   c. **2018 Salary Survey**: Anderson shared the “2018 Salary Survey and Proposed 2019 Salary Plan and Salary Budget” report with the Library Board. Ten of seventeen regional libraries responded to the survey and the overall indication is that MPL is starting to trend below the average in salaries after many years of being at or above the average. Anderson suggested that part of this was due to the fact that the Salary Schedule had not been adjusted in several years, so her proposed salaries did include increases to appropriate positions which will allow those positions to be eligible for a higher merit increase.

      i. **Approve proposed 2019 Merit Increase Plan**: Anderson shared the proposed merit increase plan which was the same as the plan approved for 2018 (which was half of the original proposal for 2018). The merit increase plan allows for a maximum increase of 1.8% for staff (based on performance and comparison to other libraries). Anderson spoke
of the expectations the City Manager and City Council have shared which is that only necessary increases be considered and that the 2019 budget is expected to be very lean. However, she also shared that the Library is fortunate to have a supportive Friends of the Library group and other donors who can help fill occasional requests for funding projects and items, but can’t fund salaries. Olson shared that she strongly supports increases for public employees and she has heard the negative feedback the City has had from employees who have yet to see their raises for 2018. However, she also knows that this is going to be a tough year and that all increases need to be justified as there is a strong push to avoid increasing property taxes. VanDelinder noted that following last year’s decision not to change the Library’s benefits, the cost of benefits should also be considered and Kramer asked if the money was even going to be available for a merit increase. Ackerman said that he’s seen the Library’s budget throughout the years and feels that this is a very moderate increase and should be considered. Ackerman moved that the proposed 2019 Merit Increase Plan be approved. Kramer seconded. The motion was carried by the following roll call vote: ayes: Ackerman, Kramer, Kvigne, Olson, VanDelinder

ii. **Approve 2019 salary proposal**: Anderson provided 2 versions of the proposed 2019 Salary Plan; one with the merit increase plan and one without a merit increase. Anderson also commented that after looking at past years’ actual hours, she determined that part-time (and full-time equivalent) hours need to be increased. With the merit increase approved, Ackerman Ackerman moved that the 2019 proposed Salary Plan with Merit Increase Plan be approved. Kramer seconded. The motion was carried by the following roll call vote: ayes: Ackerman, Kramer, Kvigne, Olson, VanDelinder

d. **2019 Budget Timeline & Priorities**: The Library Board received the 2019 budget timeline as approved by City Council as well as the budget priorities compiled by City staff and shared with and by the Council. Anderson said that the budget is usually first presented and approved at a meeting of the Library Board’s Budget & Finance Committee and then would be brought to the full Library Board. She reminded Board members that last year a special board meeting was held to discuss and approve the budget at one time and members agreed that this would be the best option. A meeting date was set for 3:00 pm on Tuesday, June 5th.

e. **2019 Library Board Vacancies & Positions**: Kramer’s term as a Board Member expires in June (she was appointed to finish up a former Board member’s term) and she said she would be interested in remaining on the Board. In addition, Anderson reminded members that President and Vice President Positions will need to be appointed at the regular June Board meeting. Olson pointed out that the meeting was scheduled for a date and time when she and Anderson would not be able to attend, so the meeting was moved to Tuesday, June 26th at 4:15 pm.

Meeting Adjourned at 5:26 PM.

[Signature]
Lisa Olson, Secretary