Board Meeting Minutes

March 16, 2017

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

President Susan Gessner called the meeting to order at 4:16 pm and the agenda was approved as written.

Kvigne moved to approve the minutes of the February 2017 meeting and VanDelinder seconded.

Anderson presented the March bills to-date (which do include February bills received since the February Library Board meeting). Anderson clarified that several of the bills were for annual subscriptions, maintenance contracts and service agreements. Anderson also presented the first bill from JLG Architects for the amount of $12,910.83 (80% of the initial fees). Anderson asked that this bill be approved separately as it was not include on the list. VanDelinder moved the approval of the March 2017 bills and Kvigne seconded. Motion carried. Kvigne moved to approve the bill for JLG Architects be paid and VanDelinder seconded. Motion carried.

Anderson presented the February 2017 Financial Report from the City of Minot which represents 17% of the year. Revenue for 2017 is still unknown and the Library will be reducing spending as much as possible, but hopes to have a better forecast of 2017 revenues by May. VanDelinder moved to approve the report and Kvigne seconded the motion.

Personal Appearance: A patron appeared before the Board to show support and interest in library issues. The patron inquired about possibility of “working off” library fines. Gessner said that this would need to be a discussion with the Library Director. Anderson shared that while volunteering to “work off” fines is not currently an option, the Library is working on a fine amnesty/fine forgiveness event for later in 2017.

1. December’s Director’s Report: Anderson provided another revised activity report (this time 2 pages) comparing February 2016 to February 2017 and asked for input from the Library Board. Gessner suggested showing the TOTAL number of circulation rather than just the individual categories. Anderson is also still trying find a way to show ACTIVE cardholders so that the number represented would be a more accurate demonstration of users. Anderson also reported on the following:

A. Activities/Programs (February):
   a. 16 Story Hours - 285 attendees
   b. 8 CLC (Community Learning Center) Programs – 180 attendees
   c. 3 Head Start Visits – 244 participants
d. 3 ASK (After School Kids) programs – 12 attendees

e. 15 “other” programs (Legos, Read Dog, Puppet shows, etc.) - 169 attendees

f. 1 Teen movie – 5 attendees

g. 1 Gaming Event – 12 attendees

h. 1 School Visit – 31 participants

i. 1 Manga Club – 4 attendees

g. 1 “other” teen programs (Craft/Trivia) – 14 attendees

h. 3 Tech Tutor Session completed

i. 1 Tech Talk – App Attack – 9 attendees

j. 1 Tacos ‘N Technology – 14 attendees

k. “Color Me Happy” Coloring Club – 6 attendees

l. 1 Tech. Ed Classes @ Parker – 3 participants

TOTAL = 991

B. Building & Grounds Updates

a. Exterior Renovation (LIB024) → The City of Minot Finance Committee recommended approval of our request to advertise for bids. However, City Council was postponed 3/6/17 due to weather and the timeline may need to be pushed back another month. The following tentative schedule remains:
   • Bid advertising to run 3/14, 3/21, 3/28
   • Bid opening 4/4
   • Approval of bid to Committees 4/25
   • First reading to Council 5/1

Anderson will speak with the City Manager to determine if there is a chance a special meeting of the Council could be held to approve the bids, but this request would then not go through the Committee process

C. Build Minot: In February, Build Minot sculptures were at the Magic City Discovery Center, Winterfest, Grand Hotel, Minot Public Schools, and the United Community Bank. Approximately 9 more locations still need to be finalized and details for the cultural community fair need to be arranged, but otherwise the campaign is moving along smoothly.

D. North Dakota Library Association Legislative Committee: Anderson continues to meet weekly with the NDLA Legislative Committee and on February 13th attended the 2nd annual Local Legislative Day at the ND State Library. In February, the committee emphasized support of Open Education Resources and the State Library’s budget. The committee also contacted NDLA members requesting that they encourage senators not to support SB 1361 which would put a cap on how much local governments could increase taxes. Anderson attended the Legislative Forum held at the ND State Fairgrounds on March 4th.

E. Staffing: A part-time employee, Betty, was hired to fill a vacancy made earlier this year. Further hiring and/or promotions would need to be approved by the City Manager due to restricted budgets. The City Manager has advised that departments not look to increase staff at this time.

F. National Library Week: National Library Week will take place 4/9-4/15. This event is sponsored by the American Library Association in an effort to celebrate all that libraries do for their communities. This year’s theme will again be “Libraries Transform” and MPL will celebrate by having giveaways for patrons, a display where patrons can share how MPL helps them build better lives and we will also have a sort of “Spirit Week” for staff. During this week, staff will be able to celebrate by wearing different outfits based on the day’s themes.

G. Holidays: The Library will be closed Friday, April 14th and Sunday, April 16th for Easter.
H. **Staff Appreciation:** Each year, MPL celebrates staff by hosting an event where staff can socialize and receive recognition for their years of service. This year’s staff appreciation event will be a pizza party hosted at the library and we will celebrate a combined total of 229 years of service to the Minot Public Library. This event is tentatively scheduled for Friday, April 28th at 6:00 pm.

I. **Annual Salary Survey:** The 2017 Salary Survey was mailed 3/3/17 to the following libraries:
   - Alexander Mitchell Public Library (SD)
   - Bismarck Public Library
   - Bozeman Public Library (MT)
   - Brookings Public Library (SD)
   - Butte-Silver Bow Public Library (MT)
   - Dickinson Public Library
   - Fargo Public Library
   - Grand Forks Public Library
   - Great Falls Public Library (MT)
   - ImagineIF Libraries (MT)
   - Lewis & Clark Public Library (MT)
   - Missoula Public Library (MT)
   - Morton Mandan Public Library
   - Rapid City Public Library (SD)
   - Ward County Public Library
   - Watertown Regional Library
   - Williston Community Library

J. **Director’s Activities:** Anderson attended 4 City/Department meetings, trained a new employee, met with potential trainers for staff training and met with the architects regarding the exterior work. Anderson and Technology Coordinator Josh Pikka met with the coordinator for a state-wide digital resource consortium (ODIN) via a virtual meeting. Anderson and Technical Services Librarian, Mary Wheeler, coordinated the annual meeting of libraries using the Atrium ILS as well as staff training. Finally, Anderson co-hosted the February TNT event, proctored an exam for a federal test, worked with the MPL marketing committee and submitted articles to the *Minot Daily News.*

2. **Board Business**
   a. **Consider Building & Safety Report:** Anderson provided the annual Building & Safety Report for 2017. This report is overseen by the Library’s Senior Building Maintenance staff (Scott Timothy) and a committee of various other staff members. Anderson noted that the number of tasks to be completed for 2017 was less than previous years. Board members pointed out a minor typo on the report which Anderson will change.

   b. **2017 Goals to City Manager:** Anderson shared goals she had been asked to provide to the City Manager. Most goals were taken directly from the Library’s Strategic Plan and/or Anderson’s 2017 goals. The City will be compiling goals from all departments and providing to City Council.

Meeting Adjourned at 4:45 PM.

[Signature]
Janet Anderson, Acting Secretary