Board Meeting Minutes

August 25, 2016

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

President Susan Gessner called the meeting to order at 4:15 pm. The meeting agenda was approved by Ackerman with a second by Olson.

Ackerman moved and Olson seconded the approval of the July 21, 2016 meeting minutes.

Ackerman moved the approval of the August 2016 bills. VanDelinder seconded. Motion carried.

Anderson presented the July 2016 Financial Report from the City of Minot along with a recap of 2016 revenue. Anderson stated that per the City of Minot Comptroller, the revenue was not completely accurate because the funds approved by Council in January to make up for the mistake made by the County Auditor had not yet been transferred. Ackerman requested clarification on revenue because as presented it appears that the Library will be short approximately $200,000 of its expected revenue. Anderson said that she will get further explanation and bring more detailed information to the September meeting. Olson motioned to approve the Financial Report of July 2016 and Ackerman seconded. Motion carried.

There were no personal appearances.

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

   B. **Activities/Programs (July):**
      f. 14 Story Hours - 312 attendees
      g. 5 CLC (Community Learning Center) Programs - 125 attendees
      h. 10 “other” programs (Lego Club, Read Dog, etc.) - 272 attendees
      i. 6 children’s summer programs – 174 attendees
      j. 2 Teen Movie – 17 attendees
      k. 1 Gaming Events – 4 attendees
      g. 2 Makerspace program – 17 attendees
      h. 2 Doodle Mondays/Open Swim – 11 attendees
      i. 4 “other” teen programs (Crafts, outreach, etc.) – 87 attendees
      j. 6 Tech Tutor Sessions completed
      k. “Color Me Happy” Coloring Club – 12 attendees

   TOTAL = 1,037

H. **Building & Grounds Updates**
   a. **Air Conditioning** → The Library has not yet received an invoice from the July work done on the air conditioning unit.
b. **Exterior Rail (LIB024)** → Anderson met with the City Comptroller and discussed that project LIB024 is going to include more than just the installation of a rail on the exterior wall as the wall itself needs to be replaced/repaired. The Finance Department is supportive of this decision as it will best protect our investment to repair and update this area as a whole rather than piecemeal. In order to begin the work in 2016 we must have contracts in place by the end of the year, though work does not necessarily have to begin.

   i. Following discussion, Ackerman made a motion to direct the Library Director to issue a Request for Qualifications for architect services in accordance with the City of Minot’s requirements. The motion was carried by the following roll call vote: ayes: Ackerman, Gessner, Olson, VanDelinder, Kvigne.

c. **Parking Lot** → Anderson is waiting to hear from Bechtold Paving as to when the potholes in the Library’s parking lot will be filled.

d. **Hydronic Piping** → Still waiting on Minot Plumbing & Heating to receive and set a date for the installation of the pumps.

I. **Friends of the Library:** The Friends of the Library held a One Day Book Sale on 8/17/16. Income earned from this sale was approximately $850.00. The fall book sale will be held 10/6/16 – 10/8/16.

J. **2017 Budget:** The 2017 City of Minot Budget was presented to City Council on 8/1/16 and the Committee of the Whole will be held Thursday 8/18/16 at 4:15. At this meeting the City Manager will present the budget with supporting detail and Aldermen will be able to ask questions of the Department Heads – this meeting is not a public hearing. The first public hearing will be held 9/12/16 and the final reading and public hearing will be held 9/19/16. Both of these public meetings will be held in the City Council Chambers at 6:30 pm. Public attendance is strongly encouraged.

K. **Great Tomato Festival:** The 28th annual Great Tomato Festival was held August 10th, 2016 at the ND State Fairgrounds. Approximately $34,000 was raised through 90 sponsorships (down from 93 in 2015) and money from the silent auction is estimated to be around $23,000. Overall, the money raised from the event is down approximately 6% from 2015, but the committee is very pleased with this year’s turn-out and after expenses we are optimistic that each organization will have raised between $12,000 and $15,000.

L. **Summer Reading Program:** The results for the 2016 Summer Reading Program are as follows:

   i. Adult Reading Program: 108 adults signed up / 41 adults completed
      1. 2015 = 200 / 81

   ii. Teen Reading Program: 154 teens signed up / 73 teens completed
      1. 2015 = 167 / 81

   iii. Children’s Reading Program: 938 children participated (there is no “completion” requirement for Children)
      1. 2015 = 848

*Total participation for 2016 was 1,200 - down by 15 from the 2015 total of 1,215

M. **Director’s Activities:** Much of July and August was dedicated to finalizing and working for the Great Tomato Festival. Anderson attended various City Department Head meetings, City Council and met with City Manager Lee Staab for the last time before he
leaves. Anderson also met with the librarian at Trinity Hospital to discuss potential collaboration and met with one of the organizers of “Connect Minot” to talk about how MPL can work to support small business owners. Anderson worked with volunteers and Administrative Assistant Stacey Gallup to prepare for the Friends’ One Day Book Sale on 8/17/16. Finally, the MPL Marketing Committee continued to meet to discuss logo revisions and have decided to take more time to work on this with a final completion date of mid-December.

3. Board Business
   a. **Building & Grounds Committee**: Anderson requested that the Board’s Building & Grounds Committee meet prior to the next Board Meeting. Ackerman and VanDelinder agreed to meet on 9/12/16 at 4:00 pm. Anderson will send out information via e-mail.
   b. **MPL Staff In-Service**: Based on approval by the Library Board, MPL opened late on 6/6/16 to allow for a staff meeting and training. Anderson explained that this was very useful, but that there still had not been enough time to cover all that was necessary. One of the goals for 2016 is to explore the possibility of expanding staff training to include longer in-service sessions and Anderson requested that the Board approve closing the Library on Wednesday, October 12th to allow for a full day in-service for all staff. October 12th was selected because staff will be required to attend sexual harassment training through the City’s EAP that day. Trainers with the Village Business Institute will be in Minot to provide this training and have agreed to also do a customer service training at the Library also. Anderson explained that they will make patrons aware of the closing as soon as possible. Ackerman moved to approve closing the Library for a staff in-service on October 12th. Olson seconded and the motion carried.
   c. **“Build Minot” Campaign**: Anderson shared a proposal for a new community engagement campaign created by staff member Randi Monley for a continuing education course she is taking. The goal of this campaign is to engage the people of Minot in providing feedback about what can be done to better “build” the community. The Library will begin this campaign in 2017 with various events and partnerships and Anderson said that she would like the Library Board’s Programs & Public Relations Committee to assist with this effort.
   d. **Goals G & H of Strategic Plan**: The Board briefly reviewed the final two goals of the Strategic Plan and asked to be sent the entire plan including these goals so that they can be viewed as a whole and discussed at the September Board meeting. This will also allow the Building & Grounds Committee to better review Goal H as it is related to the facility. Anderson said she would e-mail the plan immediately.

Meeting Adjourned at 5:28 PM.

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Lisa Olson, Secretary