Board Meeting Minutes

February 16, 2017

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

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

Ackerman moved to approve the minutes of the January 2017 meeting and Olson seconded.

Anderson presented the February bills to-date (which do include January bills received since the January Library Board meeting). Anderson pointed out that many of the expenditures were for supplies as the Library usually only does two supply orders each year and since there had not been many ordered in 2016 there were quite a few ordered this year. Olson moved the approval of the February 2017 bills and Kvigne seconded. Motion carried.

Anderson presented the January 2017 Financial Report from the City of Minot which only represents 8% of the year. Revenue for 2017 is still unknown and the Library will be reducing spending as much as possible, but will/did need to order supplies, books and other items that had been put off in 2016. Ackerman moved to approve the report and Olson seconded the motion.

1. December’s Director’s Report: Anderson provided a revised activity report comparing January 2016 to January 2017 and asked for input from the Library Board. Board members requested that the report show the number of deleted patron accounts as well as the total number of cardholders. Ackerman also asked for Anderson to consider ways 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 (January):
   a. 11 Story Hours - 116 attendees
   b. 6 CLC (Community Learning Center) Programs – 163 attendees
   c. 2 Head Start Visits – 142 participants
   d. 3 ASK (After School Kids) programs – 31 attendees
   e. 15 “other” programs (Legos, Read Dog, Puppet shows, etc.) - 262 attendees
   f. 1 Teen movie – 4 attendees
   g. 1 Gaming Event – 12 attendees
   h. 1 School Visit – 51 participants
   i. 1 Makerspace Program – 4 attendees
   g. 1 “other” teen programs (Mini Golf.) – 52 attendees
h. 7 Tech Tutor Session completed
i. 1 Books 'N Brews Club – 7 attendees
j. “Color Me Happy” Coloring Club – 11 attendees
k. 1 Tech. Ed Classes @ Parker – 3 participants

TOTAL = 865

Acknowledged asked Anderson for a brief update on the Makerspace; whether it is meeting expectations, what the feedback is and the overall “place” the Makerspace has within the Library. Anderson reported that this is something she hopes to look into more closely in 2017 to make sure that we are adequately promoting and using the Makerspace. She said that overall the Makerspace has done well, but perhaps not met all expectations. Turnover of staff in the Technology Coordinator position has made training more difficult and the Library has not done as much outreach to small businesses and teachers to show what the Makerspace can do for them. In 2017, Anderson said that she intends to closely look at many different services and materials in order to focus on what is most needed and emphasize those.

B. Building & Grounds Updates
   a. Exterior Renovation (LIB024) – Initial concept meeting was held with the following tentative schedule:
      • Approval to bid to Committees 2/28/17

Anderson asked the Library Board for approval to submit a memo for the Finance Committee’s agenda next week. Ackerman moved to authorize the Library Director to recommend the Finance Committee and City Council allow the Library to advertise for bids. VanDelinder seconded the motion. The motion was carried by the following roll call vote: ayes: Ackerman, Gessner, Kivigne, Olson, VanDelinder.

   • Bid advertising to run 3/7, 3/14, 3/21
   • Bid opening 3/28/17
   • Approval of bid to Committees 3/28/17
   • First reading to Council 4/3/17

C. Build Minot: Build Minot sculptures have been at MPL, MSU, Hyatt House, Municipal Auditorium, Make A Scene Kids Theatre and the Magic City Discover Center. Additional locations already scheduled include: WinterFest, Minot Public Schools, United Community Bank, Grand Hotel, Adult Learning Center, MAFB and Marketplace Foods. Approximately 12 more locations still need to be finalized. The Auditorium has been reserved for Saturday, 6/3/17 for the wrap-up event/Summer Reading kick-off. Details are still being worked out, but early plans are to have this event be a cultural community fair where a diverse group of cultures can be showcased while also kicking off the 2017 Summer Reading Program. The theme of this year’s SRP is “Build a Better World”.

D. North Dakota Library Association Legislative Committee: As co-chair of the NDLA Legislative Committee, Anderson continues to meet weekly with the committee to draft a communications plan and identify important bills. Bills being monitored by the committee include those related to property tax and/or home rule charter, a study to determine the state’s capacity to continue allowing refugees and the DPI budget. In addition, the committee is tracking the proposal to eliminate the IMLS (Institute of Museum and Library Services) by the federal government. The ND State Library hosts Local Library Legislative Day on 2/13 which Anderson will attend.
E. **Friends of the Library:** The Friends of the Library met on 1/25/17. The Friends approved funding the purchase of new Shakespeare books, Dr. Seuss books and 2017 Summer Reading prizes. The Friends will hold their annual spring book sale 4/26-4/29.

F. **Upcoming Programs:** The annual Dr. Seuss event will take place Sunday, 3/5/17 at 1:00 pm. A “World Culture Cook-Off” will be held on Thursday 3/9/17 at 5:00 pm followed by a program on tea with the Gourmet Chef. Submissions for the annual Dallas Gilmore Poetry Contest will be due by 3/31/17 and the poetry reading will occur on 4/8/17.

G. **Director’s Activities:** Anderson attended 5 City/Department meetings, 2 training sessions and 7 MPL/NDLA meetings in addition to the Legislative Committee Meetings. Anderson spoke at the January “Connect Minot” meeting regarding the Build Minot campaign and has also been delivering the sculptures to the different locations. Anderson and Technology Coordinator, Josh Pikka, oversaw the installation of a new copy machine and made plans to order a new printer/copier for the administration office of the Library. Anderson continues to work with the MPL Marketing Committee to create more cohesive promotions while promoting services and events online and through other organizations. The 2016 annual report to the ND State Library is due soon and Anderson has begun working on compiling this information.

2. **Board Business**

   a. **Comparison: Library Employee’s vs City Employees:** Anderson informed the Board that per last month’s meeting, she will arrange a Personnel & Policy committee meeting to distribute the comparison once it is complete. She expects to have this done this spring. In the meantime, Anderson did clarify that per the City’s Human Resources Director, if the Library Board decides to change the Library’s existing salary/benefits plans to the City’s it would be an “all or nothing” situation. The Library would not be able to pick and choose which parts of which plans they would like. Also, if the Board decided to enroll into the City-wide plans, staff would become Civil Service Employees and hiring would be done through the City. The hiring process would include a test, a panel interview (with a Library employee, but not a direct supervisor) and then a final interview with the Library employee who would be the direct supervisor.

   b. **Staffing Updates:** Anderson shared updates related to staff at the Library, including the vacancy of a part-time position which was partially filled by a new hire (allowed by the City Manager due to the hiring freeze). Anderson also requested that she be allowed to change a current employee’s status to full-time equivalent with benefits, pending the City Manager’s approval. VanDelinder moved to allow Anderson to visit with the City Manager to authorize this and Kvigne seconded. The motion was carried by the following roll call vote: ayes: Ackerman, Gessner, Kvigne, Olson, VanDelinder.

   c. **2016 Annual Report:** Anderson presented information on the Minot Public Library’s 2016 usage and activity. Each year, public libraries report much of this information to the State Library in order for it to be filed at the federal level. This information will also be shared with the City Manager and made available to City Council.

Meeting Adjourned at 5:07 PM.

Lisa Olson, Secretary