Board Meeting Minutes

November 15, 2018

Board Members Present: Kramer, Kvigne, Olson (via phone) and VanDelinder
Staff Present: Anderson

The meeting was called to order at 4:16 pm. Olson moved to approve the agenda, Kramer seconded and the motion carried.

Kramer moved to approve the minutes of the October board meeting and Kvigne seconded. Motion carried.

Anderson presented the November 2018 bills. Kramer moved to approve the bills and Kvigne seconded, motion carried.

Anderson also presented the detailed budget report for expenditures through October 2018 as compiled by the City’s Finance Department. The report shows that the Library has expended 71% of its annual budget and that 83% of the year has passed. Kvigne moved approval of the Financial Report and Kramer seconded.

There were no personal appearances.

1. **November Director’s Report:** Anderson provided an activity report comparing October 2017 (and further back) to October 2018.

   A. **Activities/Programs (October):**
      a. 17 Story Times – 516 attendees
      b. 4 CLC Programs – 96 attendees
      c. 1 Head Start Visits – 30 participants
      d. 4 ASK (After School Kids) Programs – 67 attendees
      e. 1 Puppet Show – 56 attendees
      f. 7 “other” events (READ dog, Movie, Lego Club) – 141 attendees
      g. 1 Teen Movie – 26 attendees
      h. 3 Community Visits – 302 participants
      i. 2 Teen Gaming Events – 31 attendees
      j. 2 Makerspace Programs – 31 attendees
      k. 1 Anime Afternoon – 4 attendees
      l. 1 Manga Club – 8 attendees
      m. 2 “other” teen events – 16 attendees
      n. Tech. Ed at the Parker – 2 attendees
      o. Publish or Perish Writing Group – 15 participants
      p. Tech. Ed at Edgewood – 4 attendees
      q. Poetry Aloud Program – 5 attendees
      r. WWI Centennial Program – 59 participants
      s. MPL Game Night – 18 attendees
t. 9 Tech Tutor Sessions completed
u. Color Me Happy Coloring Club – 16 attendees

TOTAL = 1,452

Reference Questions

- Community: 253
- Reference (children): 640
- Reference (adult): 681

A. Building & Grounds Updates
   a. Digital Sign → Work on the foundation of the sign is almost complete, the electricity installed outdoors and the sign itself has been received by Indigo Signworks. The frame needs to be installed as well as the panel for the “Minot Public Library” letters to be affixed.
   b. Building Sealants → Per the Library Board’s recommendation on 8/16/18, Anderson asked that City Council reject bids from the bids received earlier in the year in lieu of soliciting quotes which is all that’s required for building improvement projects under $100,000. Anderson contacted 7 contractors directly and posted the RFQ on Quest. As of 11/6/18, Anderson has been contacted by 7 different contractors requesting more information on the project.
   c. Exterior Renovation → Anderson met with JLG on 11/8/18 to discuss the future of the exterior renovation project. JLG and City Finance records indicate that there is still $47,326.04 remaining in the current project (LIB024) and Anderson asked Doug Larson if we could use this remaining budget to pay for some of the design for remaining exterior renovation. Doug said that he would create an amendment to the contract by the end of the year which would cover the costs of preliminary design through construction documents for the remainder of the work to be done on the outside of the building. The Library Board’s Building & Grounds Committee will need to schedule a meeting with JLG to discuss the design.

B. Upcoming Programs/Events: A variety of programs continue throughout the month at the library, but will wrap up as the holidays approach. Most children’s programming will end by mid-December, but more than 20 events are planned before the holiday break. Teen programs also continue with 11 events planned, including candle-making, glass-etching and a Christmas cookie party on 12/13. On 12/12 the Library will host its annual Holiday Social Open House from 3:30 pm – 5:30 pm sponsored by the Friends of the Library. Upcoming adult programs include a class on Photoshop, a greeting card workshop and regularly scheduled game nights and writing groups. The Library will be closed 12/24, 12/25, 12/31 and 1/1 and the annual staff party will be held at the Library on 1/19/19.

C. Friends of the Library: The Friends of the Library’s fall sale, which was again a free-will offering sale, earned more than $3,000 for the Friends of the Library (double what last year’s fall sale earned). The Friends’ annual meeting was held 11/9/18 and the group has a healthy budget of more than $90,000. The membership would like to see some substantial requests from the Library for the upcoming year and Anderson would be happy to share any input from the Library Board.

D. State of the City: Anderson met with the City committee planning the 2nd annual State of the City and will again be leading the Mayor’s Challenge. However, this year there will be various entries depending on grade level. Anderson is working on sending information to area teachers and entries will be due to the Library by 1/11/19 and the State of the City will be held at Magic City Campus on 1/31/18.

E. Director’s Activities: Anderson attended City Department Head and City Manager meetings, a special City Council Meeting, State of the City planning meetings and met with the City Manager over the past month. Anderson worked with the Ward County Public Library Director on 11/6 to discuss planning for the next merger committee meeting. Anderson met with the Adult Services Librarian to discuss the annual employee review process and will begin completing these reviews over the next month. Anderson led the fall MPL All-Staff meeting on 10/15, attended a nonprofit Policy Round Table
discussion put on by the ND Association of Nonprofit Organizations on 10/16 and participated in the ND Digital Consortium online meeting 10/22. Anderson also received training on new City of Minot benefits on 10/24 and 11/7, trained on the digital message center 10/29 and met with staff throughout the month on issues related to the library. Anderson discussed library programming during an interview with WGO on 10/12 and participated in Tech. Ed. at the Parker Senior Center on 11/1.

1. Board Business

a. **Report of the Library Merger Committee:** Anderson provided a brief update that the Merger Committee would be meeting the following week and that she and the WCPL had met to discuss what information needed to be shared and also created a brief survey for people to complete regarding the potential merger.

b. **2019 Salary Discrepancy:** Anderson attached the memo that would be presented to the Committee of the Whole and then City Council in order to move money from the Library’s cash reserves to the salaries for 2019. The Board discussed the issue of how to answer(validate this request to adjust salaries since Library employees receive Social Security benefits and no other City of Minot employees do. The Board agreed that comparable merit increases help show that the work Library staff do is valued. However, the Board pointed out that the salary and benefits of Library employees versus City employees can never be equal unless they are the same and since Library staff did not want to move to the same plan as the other City employees it may not always be possible for Library employees to receive equitable merit increases.

c. **Library Director Performance Review:** Anderson reminded the Library Board that they have the option to complete a performance review of the Library Director each year and she provided them with a copy of the evaluation form that was completed last time. She also told the Board that the City Manager would be conducting a performance review with her on 12/21 so if they were to complete a review it would be beneficial to be able to provide it to the City Manager. VanDefinder said that if Anderson e-mailed the forms to the Board they could send their completed copies to him by 12/15 and he would compile the review.

Meeting Adjourned at 5:01 PM.

[Signature]
Lisa Olson, Secretary