Board Meeting Minutes

April 18, 2019

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

The meeting was called to order at 4:15 pm. Olson moved to approve the agenda, Ackerman seconded and the motion carried.

Olson moved to approve the minutes of the March 2019 board meeting and Kramer seconded. Motion carried.

Anderson presented April 2019 bills to-date. Ackerman moved to approve the bills and Olson seconded, motion carried.

Anderson presented the detailed budget report for expenditures through March 2019 as compiled by the City’s Finance Department. Ackerman moved to approve the financial report and Olson seconded, the motion carried.

There were no personal appearances.


A. Activities/Programs (March):
   a. 17 Story Times – 485 attendees
   b. 5 CLC Programs – 116 attendees
   c. 3 Head Start Visits – 269 participants
   d. 4 ASK (After School Kids) Programs – 61 attendees
   e. 6 “other” events (READ dog, Family STEM, Lego Club, Dr. Seuss) – 425 attendees
   f. 1 Teen Movie – 12 attendees
   g. 2 Teen Crafts/Trivia – 46 attendees
   h. 2 Teen Gaming Events – 42 attendees
   i. 1 Makerspace Programs – 13 attendees
   j. 1 Quills Teen Writing Group – 5 attendees
   k. 1 Manga Maniacs & a Show – 10 attendees
   l. 3 “Other” Teen Programs (Escape Room, Board Game, Life-Sized Game) – 154 participants
m. Coffee & Conversation – 1 attendee
n. Books 'n Brew – 15 participants
o. Tech. Ed. at the Parker – 2 attendees
p. Tech. Ed. at Edgewood – 3 attendees
q. Publish or Perish Writing Group – 13 participants
r. MPL Game Night – 12 attendees
s. Color Me Happy Adult Coloring Club – 7 attendees
t. 4 Tech Tutor Sessions completed

TOTAL = 1,695

B. **Building & Grounds Updates**

   a. **Digital Sign** → The only remaining work to be completed on the sign is to remove the “Minot Public Library” lettering from the sign on the walkway and affix it to the black box to the left of the sign. Rolac has said that this was not part of the quote they provided to do the work. Indigo has offered a quote to do this, but believes that the letters currently on the walkway will not work. This work will have to wait until warmer weather to be completed.

   b. **Exterior Renovation** → The amendment to the existing contract with JLG for the amount of $47,000 for further design has been signed by the Mayor and the funds encumbered into 2019. This should allow JLG to complete designs for the exterior and in order to do this. The Library Board’s Building & Grounds committee will be meeting later this month to discuss the future plans.

   c. **Annual Building Inspection**: Building Maintenance Supervisors, Scott Timothy, and other staff members completed the annual building inspection. Only minor issues were identified and the inspection was presented to the Library Board’s Building & Grounds committee.

C. **Fair Housing Month**: Anderson has been meeting with the City of Minot’s Compliance Coordinator, Chris Owen, and Stacie Anderson from CDM Smith to create a display for Fair Housing Month. Anderson worked with Chris and Stacie to obtain information to distribute to the community and to create an informational and book display for the Library.

D. **Tool Library Workshops**: Anderson has been working with Michelle Kimball, City of Minot Permit Technician to arrange for workshops to be held related to home improvement projects. To-Date Anderson and Kimball have scheduled the following workshops:

   a. Applying for a Building Permit: 4/2/19
   b. Residential Concrete Projects: 4/23/19
   c. Accessory Buildings: 5/11/19

Following input from the 4/2 workshop, Anderson has also been talking to Brian Johnson with the Forestry department of the Minot Parks District to arrange for a landscaping workshop in May.

E. **National Poetry Month**: Along with Full Steam Ahead and Main Street Books, the Minot Public Library has been hosting and promoting poetry events throughout April to celebrate National Poetry Month. Following months of planning, Anderson and representatives from the other organizations scheduled events for all ages to promote poetry. The Friends of the Library provided refreshments for the kick-off event and will provide prizes for the poetry contest which is being judged by Main Street Books. In addition, Anderson has worked with patron Maggie
Mayer to start the Poetry Aloud program again. This program allows adults to share poems based on a monthly theme.

**F. Library Promotions:** In February, the Friends of the Library granted $4,000 to the Library for use promoting Library services. Anderson has been working with the chair of the MPL Outreach Committee (Randi Monley) to begin a marketing campaign. Anderson has been working to receive quotes on static billboards, radio advertising and mailers. The goal is to have some of this ready in May so that the Summer Reading Program can be promoted. In addition, Anderson continues to submit articles to the Minot Daily News, contact local media, create online promotions and create/distribute posters for Library events. Further, the Library staff have been diligently looking for opportunities to attend events in the community to promote MPL. In April, Children’s Librarian Paulette Nelson attended a family event at Head Start and Monley will attend the Washington Elementary School Taco. In addition, Adult Services Librarian Jessica Mason was able to include program inserts for an upcoming concert at the April International Artists Series performance at MSU on 4/12. Anderson was interviewed by Minot Magazine on 4/8 to discuss services offered by the Minot Public Library. Finally, the Library has been working with the Minot Area Council of the Arts to promote events on the digital billboards MACA has available in Minot.

**G. Friends of the Library:** The Friends of the Library spring Book Sale will be held 4/24/19 – 4/27/19. The Board hopes to have a meeting following this sale.

**H. NDLA Legislative Committee:** As co-chair of the North Dakota Library Association’s Legislative Committee, Anderson attended the Day at the Capitol on April 1st to share information about ND Libraries with Legislators. Anderson and other librarians from the state spoke to Legislators about the work libraries are doing and handed out information about library services.

**I. North Dakota Digital Consortium:** Anderson serves as collection development chair for the North Dakota Digital Consortium which controls the content available (eBooks, eAudiobooks, streaming video) on OverDrive for consortium members. While in Bismarck on April 1st, Anderson attended a meeting of this consortium and presented updated information on the budget and cataloging of records. Anderson will continue in this position at least through June and will be assisting with updating the group’s bylaws.

**J. Renewal & Development Conference:** Anderson and Teen Librarian Pam Carswell attended the ND State Library’s Renewal & Development Conference in Mandan 4/1 and 4/2. Carswell presented at the conference.

**K. Staffing Update:** Zhaina Moya has been promoted to the position of full-time Adult Services Library Assistant vacated by the resignation of Paul Amberg. Moya has been with the Library for several months and will soon be receiving her Masters in Library Sciences. With this promotion, the Library now has an opening for a part-time Library Assistant. Mason has posted ads for this position and hopes to have an offer made prior to Easter.

**L. Community Outreach Committee:** Anderson is working with other City staff on the City’s Community Outreach Committee which has been tasked with creating an Outreach Strategy and Toolkit. The committee has met several times and is now revising the strategy and toolkit and will next be forming a work group of citizens and others to review the plan.

**M. Director’s Activities:** Anderson attended a City Department Head meeting, the MPL Leadership team meeting and several other one-on-one staff meetings. Anderson posted and compiled results from a survey for Downtown Minot and placed orders for books and materials as well as some promotional items. Anderson and Hensley met with the Finance Department to
review purchasing card procedures. Anderson and Pikka have begun researching the methods to digitize the Minot Daily News microfilm and hope to have a recommendation this spring. Finally, the Library will be closed Friday, 4/19 and Sunday 4/21 for Easter.

2. Board Business

a. **Library Board Vacancies:** Anderson shared that the terms for Ackerman, Kvigne and Olson will all be up on June 30, 2019. Kvigne is eligible for another term, but the other two will need to be replaced. Olson’s term will be filled by another member of City Council. Anderson will need to have recommended appointments for these vacancies by the June 17, 2019 City Council meeting at the latest and asked that members provide any recommendation to her by the May 16th Library Board meeting.

b. **Fine-Free Proposal:** Anderson discussed information that had been sent to the Library Board earlier in the week regarding the benefits of public libraries removing fines. She said that while the Board sets policies for the Library, City Council approves the budget and though fines account for an average of $15,000 in revenue (approximately 1%) there is concern that this revenue would not be found elsewhere. Kramer asked Anderson to itemize out what is actually FINES versus other FEES in this revenue line and Olson asked if it could be determined what amount of these fines is for Children’s materials. Anderson said she would look into this. The Board also asked Anderson to find out if the majority of outstanding fines are from long overdue items or items that are simply late. Ackerman suggested increasing fines by 50%, but offering a monthly or quarterly forgiveness event with an emphasis on giving back to the community or promoting the Library and the option to do this online (such as sharing posts through social media, etc.). Anderson said that she would bring one or two recommendations to the May Library Board meeting for the Board to vote on.

c. **Salary Survey:** The 2019 salary survey is mostly complete according to Anderson. 11 out of 17 libraries have responded, but she is waiting on some information from the City’s Human Resources Department to complete the report which will be provided at the Library Board’s Budget meeting.

d. **Report of the Building & Grounds Committee:** Anderson presented minutes from the MPL Building & Grounds Committee.

e. **Budget & Finance Committee Meeting:** Anderson reminded the Board that the Budget & Finance Committee (Ackerman and Olson) traditionally meet to review and recommend the annual budget to the Library Board. However, for the past several years the entire Board has met to do this rather than holding a committee meeting and then a Board meeting. The Library Board agreed that they would prefer to do this again this year. Anderson said that the Library’s budget was due to the Finance Department by noon on 5/27/19 and she’d like to have everyone present. The Board tentatively decided on Friday, 5/24/19 if VanDelinder is available.

Meeting Adjourned at 5:01 PM.

[Signature]
Lisa Olson, Secretary