Board Meeting Minutes

April 20, 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.

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

Anderson presented the April bills to-date (which do include some March bills received since the March Library Board meeting). Ackerman moved the approval of the April 2017 bills and Olson seconded. Motion carried.

Anderson presented the March 2017 Financial Report from the City of Minot which represents 25% 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. Ackerman moved to approve the report and VanDelinder seconded the motion.

Personal Appearance: City of Minot Alderman Stephan Podrygula attended the meeting as he wrapped up spending the afternoon touring the Library and meeting with Anderson. He told the Board that he appreciated their time and service and complimented the Library for providing such a variety of impressive services.

1. March’s Director’s Report: Anderson provided another revised activity report comparing March 2016 (and further back) to February 2017 and asked for input from the Library Board. Ackerman suggested showing the door count for years prior to 2012. Anderson also reported on the following:

A. Activities/Programs (MARCH):
   a. 18 Story Hours - 325 attendees
   b. 8 CLC (Community Learning Center) Programs – 194 attendees
   c. 2 Head Start Visits – 211 participants
   d. 4 ASK (After School Kids) programs – 30 attendees
   e. 11 “other” programs (Legos, Read Dog, Dr. Seuss, etc.) - 488 attendees
   f. 1 TAG meeting – 10 attendees
g. 2 Teen movies – 24 attendees  
h. 1 School Visit – 36 participants  
i. 2 Gaming Events – 17 attendees  
j. 4 Makerspace Events – 53 attendees  
k. 1 Manga Club – 6 attendees  
l. 1 “other” teen programs (Craft/Trivia) – 10 attendees  
m. 7 Tech Tutor Session completed  

Books ‘N Brews Book Club – 3 attendees  

j. World Culture Cook-Off – 65 attendees  
k. Tea Time event – 31 participants  
l. Pop-Up Library @ MSU – 4 participants  
m. 1 Tacos ‘N Technology – 28 attendees  
n. “Color Me Happy” Coloring Club – 10 attendees  
o. 1 Tech. Ed Classes @ Parker – 5 participants

TOTAL = 1,557

B. Building & Grounds Updates

a. Server Migration (LIB022) → Work to run fiber lines from the Library to City Hall is estimated to begin within the next month. $32,500 is budgeted for this project which will provide a more secure, reliable back-up for Library servers and will eliminate the need for the Library to regularly replace servers.

  i. Ackerman asked Anderson to find out who would be responsible for marking and monitoring the fiber line should future construction occur. He expressed concern that if no one was certain who was responsible that it may not be marked correctly when there are future construction projects in the area.

b. Exterior Renovation (LIB024) → Bids were opened for the project on 4/13/17. The current timeline for approval is:
   - 4/20/17 - Library Board approves recommendation
   - 4/25/17 – Recommendation to Finance Committee
   - 5/1/17 – Recommendation to City Council

Work could begin as early as mid-to-late May.

C. Build Minot: In March, Build Minot sculptures were at the following locations: Minot Public Library, Adult Learning Center, Minot Public Schools, Taube Museum of Art, Minot International Airport and City Hall. Currently, the sculptures are at the Minot Air Force Base Library, Marketplace Foods and with the Minot Public Schools. Staff would like to see the sculptures at at least 3 more locations and will start tabulating blocks in May.

D. Build a Better World Community Fair: To wrap-up the “Build Minot” campaign and kick-off the 2017 Summer Reading Campaign (“Build a Better World”), the Library is hosting a community fair on Saturday, June 3rd at the Auditorium. The goal of this event is to feature a diverse group of cultures and organizations which help build a stronger community. Postcards were mailed to heritage groups in the area, letters sent to service organizations and information put on the Library’s Facebook page asking for people to contact the Library if they are interested in participating. There is no cost for groups wishing to have a table and no cost for people to attend. The event will feature children’s activities and also live music. In addition to participants, the Library may also be looking for some small sponsorships in order to provide refreshments, giveaways and/or other entertainment.
E. **North Dakota Library Association Legislative Committee:** Anderson attended the NDLA Day at the Capitol on Tuesday, April 4th on behalf of the NDLA Legislative Committee. The day was spent talking to legislators about what libraries are doing in their communities, and emphasizing the importance of ND libraries. Anderson was able to speak directly with several of the Minot legislators as well as many others.

F. **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 scheduled for Friday, April 28th at 6 pm.

G. **Friends of the Library:** The Friends of the Library judged the Dallas Gilmore Poetry Contest and will present awards to the winders on Saturday, April 22nd. The Friends also host the Minot Story Hour on the 22nd at 7:00 pm. Finally, the annual spring book sale is the last week of April. Friends of the Library members can attend the pre-sale Wednesday night and then the book sale is open to the public Thursday through Saturday.

H. **Annual Salary Survey:** The 2017 Salary Survey was mailed 3/3/17 and 8 of the 17 libraries have responded as of 4/13/15. The 9 libraries not responding were contacted via e-mail 4/13/15.

I. **Director’s Activities:** In March, Anderson attended 3 MPL staff meetings and 4 City meetings as well as the first meeting for the 2017 Great Tomato Festival. Anderson presented information on Library services to the Lion’s Club on 3/6 and to the Minot chapter of the ND Association of the Blind on 3/18. Along with Adult Services Librarian, Brendan Chella, Anderson provided training to staff at the Adult Learning Center on 3/6. Anderson participated in 3 North Dakota Library Association (NDLA) Legislative Committee meetings and 2 other NDLA meetings. As co-chair of the NDLA Legislative Committee, Anderson helped coordinate volunteers and donations for the April NDLA Day at the Capitol and drafted communication to the Association encouraging members to contact legislators in support of libraries. She also completed two employee reviews, attended in-house training on collection weeding and attending a full day training on Effective Listening offered by the Minot Police Department. Anderson attended the Legislative Forum sponsored by the Chamber of Commerce, completed the 2016 annual report for the ND State Library as well as the quarterly Accounts Receivable report for the Finance Department.

2. **Board Business**
   a. **Proposed Policy Change: Internet-Only Library Cards:** Anderson presented a proposal from the MPL Policy & Procedure Committee to provide an internet-only library card for $10 per year. VanDelinder moved to approve this policy and Kvigne seconded. The motion was carried by the following roll call vote: ayes: Ackerman, Gessner, Kvigne, Olson, VanDelinder.

   b. **Proposed Policy Change: Public Fax Service:** Anderson shared a proposal to provide public fax service for a fee of $1 per page as prepared by the MPL Policy & Procedure Committee. The Library Board discussed the fees and decided that since the Library is not a business with the ultimate goal of making money, the Library should charge less than businesses. VanDelinder moved to approve the policy with a $5.00 maximum fee per transaction and also a limit of 20 pages per transaction. Ackerman seconded. The motion was carried by the following roll call vote: ayes: Ackerman, Gessner, Kvigne, Olson, VanDelinder.
c. **Recommend firm for Library Exterior Upgrades (LIB024):** Anderson presented results from the April 13th bid opening. Rolac Contracting provided the lowest bid ($159,880) including the alternate and met the necessary requirements. The anticipated costs of the project are still expected to be more than $20,000 under the budgeted amount. Ackerman moved to accept the bid from Rolac Contracting, including the alternate, VanDelinder seconded. The motion was carried by the following roll call vote: ayes: Ackerman, Gessner, Kvigne, Olson, VanDelinder.

i. Ackerman also moved that the Library Board amend the contract with JLG to include $4,000 for professional services provided during the construction phase. The motion was carried by the following roll call vote: ayes: Ackerman, Gessner, Kvigne, Olson, VanDelinder.

d. **Programs & Public Relations Committee:** Anderson reminded Board Members that as outlined in the Board’s bylaws, the Board does have a Programs & Public Relations Committee (consisting of Kvigne and Olson). This committee has not met since Anderson took over as Library Director and she asked that the committee meet, along with president Gessner, to discuss the committee’s roles and responsibilities. Anderson said that she would schedule a meeting with the committee soon.

Meeting Adjourned at 5:05 PM.

Lisa Olson, Secretary