Board Meeting Minutes

August 17, 2017

Board Members Present: Ackerman, Kramer, Kvigne
Staff Present: Anderson, Chella

Kvigne called the meeting to order at 4:19 pm. Anderson requested that “Personal Appearances” be moved to item #5 (before “Financial Report” on the agenda. Anderson requested that if any members of the public came to speak before the Board after this revised spot for “Personal Appearances” that they be allowed to do so due to this last-minute change. Anderson also asked to add staffing under “Board Business” Ackerman moved to approve this amended agenda and Kramer seconded.

Ackerman moved to approve the minutes of the July 2017 meeting and Kramer seconded. Motion carried.

Anderson presented the August bills to-date (which do include some July bills received since the July Library Board meeting). Ackerman asked about the lack of expenses for account 05-30 (Telephone & Internet) and 08-15 (Reimbursement to the General Fund). Anderson explained that the monthly SRT bill hadn’t been received when administration stopped adding bills to the Board Bills and that the missing funds for 08-15 was a clerical error and should be listed as an expense of $6,694. This would make the grand total for August Bills $199,646.16. Ackerman moved to approve the bills with the changes noted, Kramer seconded and the motion carried.

Anderson introduced Brendan Chella, the Adult Services Librarian at the Minot Public Library who had asked to address the Board during Personal Appearances. Chella shared with the Library Board that he had been offered a position at a public library in New Hampshire and that he accepted the job and that his last day at MPL would be September 2nd. Chella thanked the Board for their support and said that working at the Minot Public Library had been a very educational and rewarding experience. Board members thanked him for his service and his work.

Based on requests made at past meetings and the new vacancy in staff, Anderson presented a detailed look at the Library’s year-to-date finances. To start, she shared the July 2017 Financial Report from the City of Minot which represents 58% of the year. Anderson pointed out that the Library has only spent 49% of the 2017 budget. However, based on information from the City of Minot Comptroller, property tax collection is down approximately 10% and the Library should adjust spending due to this lack of revenue. In addition, Anderson provided a detailed report of the Library’s revenue, as well as a summary of this report which indicated that 15.21% of anticipated revenues have not yet been
collected. Based on this information, Anderson is working to prepare a 10% decrease in spending which is approximately $100,000. Anderson shared reductions already made and/or planned for this year (including the temporary vacancy in the Adult Services Library position) which equaled $99,457.92. Some of these reductions come from projects funded through Sales Tax though and Ackerman asked if this would be considered a beneficial savings since it is not paid for through property tax. Anderson said she would find out and report back in September. Ackerman commented that the Library needs to cut spending wherever possible or risk being “in the hole” at the end of the year. Ackerman moved to approve the July Financial report and Kramer seconded the motion.

A library patron attended and asked to speak to the Board. She said that it was unfortunate that the Library was facing financial challenges because she feels that the Minot Public Library is a safe place for many people to go and that it’s very nice and well-liked by the patrons. The Board thanked her for these comments.

1. **July Director’s Report:** Anderson provided an activity report comparing July 2016 (and further back) to July 2017.

   **A. Activities/Programs (July):**
   a. 16 Story Hours - 445 attendees
   b. 3 CLC (Community Learning Center) Programs – 81 attendees
   c. 10 SRP (Summer Reading Programs) – 268 attendees
   d. 3 “other” programs (Legos, Read Dog, Movies, etc.) – 61 attendees
   e. 1 TAG (Teen Advisory Group) meeting - 10 attendees
   f. 2 Teen movies - 27 attendees
   g. 1 Gaming Event – 10 attendees
   h. 3 Makerspace Events – 28 attendees
   i. 2 Manga Club – 14 attendees
   j. 1 “other” teen events (Animal Shelter Visit) - 16 participants
   g. 8 Tech Tutor Sessions completed
   h. Color Me Happy Coloring Club – 16 attendees
   i. Self-Protection Awareness – 6 attendees
   j. Books N Brews – 7 attendees
   k. Make Your Own Stained Glass – 54 attendees
   l. 1 Tech. Ed Classes @ Parker – 2 participants

   **TOTAL = 1,053**

**Reference Questions**
- Community: 226
- Reference (children): 622
- Reference (adult): 611

**B. Building & Grounds Updates**
   a. **Exterior Renovation** (LIB024) → Stone work has been completed. The main work yet to be done is the addition of the rail. After testing by structural engineers, it was determined that the planned aluminum rail would not be strong enough and in order for it to pass safety tests it would become bulky. It was decided to go ahead with a galvanized, painted steel which will be fabricated by Red River Fabricating and then installed at the Library. Doug, with JLG, would like to meet with the Building & Grounds Committee to discuss this project as well as future work on the Library.
b. **Library Roof:** As reported at the July meeting, minor work on the roof should be completed when possible. Anderson confirmed that the entire roof was installed in 2000-2001 by Greenberg Roofing (now Tecta America). Per Tecta America, there was only a 10-year warranty on the roof. Anderson is waiting to receive copies of the warranty from them and will continue to research what can be done in 2017.

c. **Library Air Conditioning:** On 7/31/17 the air conditioning unit on the west side of the building stopped working. After calling in Mowbray & Sons, it was determined that a water sensor inside the chiller failed. A temporary exterior sensor was added and the control panel started the unit up again. However, for the past several years the unit has only been working at 50% due to a leak somewhere in the tank. In order to find/repair the leak, the entire unit would need to be drained and the tank inside the chiller would need to be opened (it is welded closed). The technician said that since this is a 17+ year-old unit it would be costly to do the work and possible that replacement parts would not be able to be purchased. Since the unit has worked fine to cool the Library at 50% no immediate work was advised.

d. **Circulating Fans:** The circulating fans at the Library are still not functioning as they had prior to the Xcel power outage earlier last month. It appears that power to the panel controlling the fans is fluctuating causing them to stop. A work order has been placed with ProControls, but it an electrician may need to be called to come look at the problem.

C. **Friends of the Library:** Anderson has been working to arrange for volunteers to help stock shelves for the one day book sale on 8/17 as well as fill volunteer shifts for the book sale. Administrative Assistant, Holly Hensley, has begun training to complete the duties of “liaison” to the Friends of the Library.

D. **Staff Training:** Anderson is working to schedule a customer service training, possibly in conjunction with another full day in-service. Anderson also arranged for Fire Extinguisher training and will be working to provide an Active Listening training. In addition to these in-house trainings, staff will be attending the annual North Dakota Library Association conference 10/4 – 10/6 in Grand Forks. Two staff members will also be attending the annual Mountain Plains Library Association in Nevada 10/16 – 10/18. Due to reduced revenue, Anderson will be asking the Friends of the Library to pay for some of the costs associated with the attendance at these conferences.

E. **Tool Library:** Anderson and Adult Services Librarian, Brendan Chella, met again with the Resilience AmeriCorps VISTAs to discuss the Tool Library. Anderson shared the Board’s suggestion that a small fee be charged for this service in order to help offset the cost of maintenance on the tools. The VISTAs would still prefer to keep this a free check-out and will look into possible grants which could be used to pay for the costs of inspection and repair. The group will be meeting again in August to discuss this and other topics. Meanwhile, promotions for the Tool Drive have begun and we hope for a good turnout.

F. **Director’s Activities:** Anderson spent much of the last month working on the Great Tomato Festival, including meetings, contacting businesses for silent auction items and radio and television interviews. Overall, Anderson contacted 55 businesses and received donations from 36 for the silent auction. Anderson hosted a Self-Protection Awareness program on 7/11 and attended defensive driving training 7/28 (mandatory every 2 years for City employees who drive as part of their job). Anderson attended various City Council and Department Head meetings and met with staff to discuss library projects.
2. Board Business

a. **Library Board Committees:** Committees for the 2017/2018 Library Board year were divided as follows:
   i. Kramer & Kvigne: Personnel & Policy and Programs & Public Relations
   ii. Ackerman & Olson: Budget & Finance and Building & grounds

   1. A date of 9/7/17 at 4:15 pm was set for the next Building & Grounds committee meeting.

b. **2017 MPL Staff In-Service:** Anderson requested that the Library Board allow MPL to be closed on Wednesday, 10/11/17 for another all day staff in-service. Anderson shared the survey staff took following last year’s in-service and explained that the majority of feedback was positive and that almost all employees who took the survey requested that we do this annually. October 11th was chosen because, like last year, this is the day for mandatory Sexual Harassment training for City employees and the Library would be able to receive additional Customer Service training from the Village Business Institute trainer who will be in Minot for this other training. Anderson also said that there would be more time this year to promote the Library’s closure on this day. Ackerman moved to approve the closure of the Library on Wednesday, 10/11/17 and Kramer seconded.

c. **Great Tomato Festival Recap:** Anderson thanked all of the Board members for their support of the 2017 Great Tomato Festival; whether it was volunteering, donating or attending every little bit helps. Anderson reported that the early estimates show that approximately $22,000 was raised through silent and live auction and $32,000 through sponsors. Expenses could range between $8,000 - $12,000 and then the profits would be split between the 3 organizations. Overall, the committee is very happy with this year’s event.

d. **Staffing:** With the resignation of Brendan Chella as the Adult Services Librarian, Anderson asked for the Library Board’s support to hire a new person for this position. Anderson has some concerns as to whether or not this position will be allowed to be filled due to the current hiring freeze in the City of Minot. She shared that this position is essential to the Library as it oversees the most staff and is responsible for a variety of duties. Anderson expects that it will take several months to fill this position, but would like to include a letter of support from the Board when requesting that the City Manager approve hiring for this position. Kvigne directed that Anderson should draft a letter for Board President VanDelinder to sign indicating that the Library Board supports this decision and firmly believes that it is necessary.

Meeting Adjourned at 5:24 PM.

Janet Anderson, Acting Secretary