Board Meeting Minutes

October 19, 2017

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

The agenda was approved as written.

Olson moved to approve the minutes of the September 2017 meeting and Kramer seconded. Motion carried.

Anderson presented the October bills to-date (which do include some September bills received since the September Library Board meeting). Olson moved to approve the bills, Kvigne seconded and the motion carried.

Anderson presented the Library’s Financial Report as prepared by the City of Minot’s Finance Department. As of the end of September (75% through the year), the Library has expended 67% of the 2017 budget. Anderson reminded Board members that she is still working on reducing expenditures by at least 10%. Olson moved to approve the Financial Report and Kramer seconded.

There were no personal appearances.

1. October Director’s Report: Anderson provided an activity report comparing September 2016 (and further back) to September 2017. Anderson pointed out that overall, September was a very low month with numbers much below previous years.

A. Activities/Programs (September):
   a. 9 Story Hours - 169 attendees
   b. 6 CLC (Community Learning Center) programs - 140 attendees
   c. 2 Teen Gaming Events – 10 attendees
   d. 2 Makerspace Events – 20 attendees
   e. 1 Manga Club – 10 attendees
   f. 1 “other” teen events - 22 participants
   g. fREADom Banned Books event – 24 attendees
   h. Genealogy Program – 17 attendees
   i. Books ’N Brews Book Club – 4 attendees
   j. Tech Talks: AARP Fraud Watch – 3 attendees
   g. 6 Tech Tutor Sessions completed
   h. Color Me Happy Coloring Club – 16 attendees
   i. 1 Tech. Ed Classes @ Parker – 4 participants

   TOTAL = 445

Reference Questions
B. Building & Grounds Updates

a. Retaining Wall/Rail (LIB024) → Per Nate with JLG on 10/10/17, the installation of the rail for the retaining wall should be completed within the next 2-3 weeks. A chip repair kit was sent to Jost in order to attempt to repair some chips in the top. If we are not satisfied with these repairs, Rolac will be responsible for making sure the chipped sections are replaced. In addition, Rolac is looking into re-doing the sealant between the top sections and should be out to do this soon.

b. Library Roof: City Council approved the transfer of funds to the Library’s building and grounds fund in order to complete repairs to the roof. Council still needs to approve this upon second reading, but Anderson has communicated with TectaAmerica and plans to have the work done early in November if they are able.

c. Library Air Conditioning: City Council also approved, on first reading, the transfer of $70,925 from Sales Tax Major Projects to the Library in order to replace the air conditioning unit on the west side of the building. Since the final approval will not be known until November, the plan will be to go out for bid in November/December and have a contract in place by the end of the year so that the funds can be encumbered into 2018 and the unit can be replaced early in the spring.

d. Employee Bathroom Fan: As instructed by the Building & Grounds Committee, Scott has been in touch with Mowbray & Sons in order to get a ventilation fan in an employee bathroom repaired. We are still waiting for confirmation of when this can be done, but hope to have it completed yet this month if possible.

e. Circulating Fan: As has been noted since the July Library Board meeting, the circulating fans on the west side of the building have been shutting down periodically since a power surge in early July. Despite replacing fuses and speaking with Excel, this continues to occur (fans stopped working 4 times between 10/9 and 10/15). ProControls has looked at the issue and believes the power surge damaged the control box and it will need to be replaced. As of 10/16/17, Anderson is still waiting for an estimate.

f. Exterior Renovation: Doug with JLG has been out of town and Anderson is still waiting to receive a budget for the plan for “Alternate 2” without the southwest window as well as an estimate for the cost to do just the signage. We are also still waiting for Doug to forward bills for the work completed on these drawings.

C. 2017 ND Library Association Conference: Anderson and 5 other MPL staff members attended the 2017 North Dakota Library Association conference in Grand Forks 10/4 – 10/6. Four MPL staff members served on the NDLA Board. In addition, four MPL staff presented at the conference and one other (Randi Monley) received the Grassroots Grant to attend. Anderson and Christine Kujawa (Library Director in Bismarck and Anderson’s co-chair of the NDLA Legislative Committee) received the 2017 “President’s Recognition Award” for their work during the recent legislative session.

D. Friends of the Library: The Friends of the Library’s fall book sale is happening 10/19-10/21. Their annual meeting will be Friday, 11/17 at the Vegas motel at noon. Anderson attended a court hearing in Williston on 9/20/17 on behalf of the Friends of the Library. The Friends have been named as recipients in a will and trust for the estate of Glenn Perkins. Anderson is still waiting to receive final paperwork, but the September hearing approved the funds committed to the Friends of the Minot Public Library as well as other entities.

E. 2017 MPL Staff In-Service: Anderson and members of the MPL Education Committee worked to set an agenda for the staff in-service on 10/11/17. The agenda included two formal training sessions from the Village Business Institute, review of MPL policies & procedures, safety drills, work groups and more. A recap and survey results will be provided at the November Library Board meeting.

F. Tool Library: MPL received a $750 grant from Verendrye Electric Co-Op to purchase tools for the Tool Library. Anderson and the AmeriCorps VISTAs will be working with Acme Tools in Minot to purchase items for this collection. Inventorizing and cataloging the items will be the most time-
consuming element of this project, but at this time staff are still hoping to make this collection available before Thanksgiving.

G. **Staffing:** Per the Library’s HR Policy, Anderson has posted the job opening for the Adult Services Librarian internally as well as online and through various listservs. The job will also be posted on the American Library Association’s joblist.

H. **Director’s Activities:** Anderson attended five City of Minot meetings, including Department Head meetings, budget meetings and a volunteer program meeting. Anderson worked on promoting the “READom: Libraries and Banned Books” event and attended this MPL program on 9/25/17. Anderson also organized and promoted the “Coffee Talk” program which she hosted on 10/12/17. As chair of the Library2Go Consortium for 2017-2018, Anderson led a meeting at the NDLA conference for other libraries who subscribe to OverDrive, the current eBook/eAudio/streaming video service; she also continues to work with member libraries to provide updates and support as needed.

2. **Board Business**
   a. **Policy & Procedure Committee Meeting:** Anderson told the Board that many policy-related issues came up at the staff in-service and that the employee P&P committee would be meeting and making some recommendations for changes. She asked members of the Board’s P&P committee (Kramer and Kvigne) for a date to schedule a meeting and they decided on Tuesday, 11/7 at 4:00 pm.
   b. **Recipe Exchange:** Anderson told Board members that the Library would be hosting a “Recipe Exchange” program on 12/7/17. For this program, MPL is asking staff, volunteers and others to share their favorite recipes and make samples for the public to try. Recipes are to be given to Library staff by Thanksgiving so that we can create recipe cards for attendees to take. Holiday recipes are encouraged, but not required.
   c. **Service Area:** Anderson informed the Board that she was contacted by a City Council Alderman who asked if non-Minot residents could receive Library services for free. Anderson told the Alderman that the Library did serve residents outside the city of Minot and that this has been the case for decades. She told the Alderman that one of the reasons for this is that the Library Board has always felt that if people were coming to Minot to use the Library then they were also buying items and contributing to sales tax income. Anderson wanted the Board to be aware of this and know that she strongly feels services should be available to those outside the city. Olson reminded Anderson and the others that this did come up at the City’s budget workshops. Discussion followed regarding the importance of service to small communities and the fact that narrowing the service base doesn’t necessarily save money and could actually impact the amount of grant funding the Library is able to access.
   d. **2018 NDLA Conference:** Anderson shared with the Library Board that next year’s North Dakota Library Association conference will be held in Minot at the Holiday Inn Riverside from 10/3-10/5. She told the Board that she will likely be asking for assistance in hosting events during this conference, as well as looking for ideas for socials, entertainment and vendors.

3. **Other**
   a. Prior to adjourning, Anderson mentioned that the December Library Board meeting was scheduled for 12/21/17. The past few years the December meeting has been scheduled on the same day as the Library’s Holiday Social, but this year the social is scheduled on 12/13. Board members felt that a meeting on 12/21 might be too close to the holidays and requested that the meeting be moved to 12/13/17.

Meeting Adjourned at 4:59 PM.

Lisa Olson, Secretary