Board Meeting Minutes

June 26, 2018

Board Members Present: Ackerman, Kvigne, Olson, VanDelinder
Staff Present: Anderson

The meeting was called to order at 3:57 pm and the agenda was approved as written.

Ackerman moved to approve the minutes of the June 5, 2018 special board meeting and Olson seconded. Motion carried.

Anderson presented the June 2018 bills, which included some bills from May as well as 3 pay periods. Ackerman moved to approve the bills and Kvigne seconded, motion carried.

Anderson also presented the detailed budget report for expenditures through May 2018 as compiled by the City's Finance Department. Olson moved approval of the Financial Report and Kvigne seconded.

There were no personal appearances.

   a. Ackerman noted that while most trends (such as door count) appear to remain steady, the city has seen a 25% growth in population over the past 10 years and yet that growth does not seem to have increased the Library's usage.

   A. Activities/Programs (May):
      a. 5 Story Times - 102 attendees
      b. 6 CLC (Community Learning Center) programs - 129 attendees
      c. 2 "other" events (READ dog, Lego Club) – 25 attendees
      d. 2 School Visit/Tour – 50 attendees
      e. 2 Teen Gaming Events – 12 attendees
      f. 1 Makerspace Program – 16 attendees
      g. 1 Anime Afternoon – 5 attendees
      h. 1 Manga Club – 4 attendees
      i. Tech Ed. @ the Parker – 4 attendees
      j. Books 'N Brews – 5 participants
      k. Minot Story Hour – 44 attendees
      l. Dorman Park presentation – 28 attendees
      m. Crazy Horse presentation – 45 attendees
      g. 8 Tech Tutor Sessions completed
      h. Color Me Happy Coloring Club – 5 attendees

TOTAL = 482
Reference Questions

- Community: 273
- Reference (children): 523
- Reference (adult): 658

B. Building & Grounds Updates
   a. Retaining Wall/Rail (LIB024) ➔ The project has been deemed substantially complete, though a change order will be included for Rolac to create the base for the digital sign.
   b. Library Air Conditioning ➔ C&C Plumbing is waiting for a final part to ship and be installed. For warranty purposes, the new unit is supposed to have a factory start-up by the company but a technician will not be in Minot until mid-July so C&C is working with the company to get it started yet this month.
      i. A transfer of funds from the Library’s cash reserves to Building & Grounds will be requested at the 6/27 Committee of the Whole to replace a broken coil in the 2011 chiller. If approved, this will then be forwarded to City Council and the part will be installed later this summer.
   c. Digital Sign ➔ Next steps for the digital sign are to prepare an advertisement for bids which Anderson will be working to complete by the end of the month.

C. IEDC Recommendation: As mentioned at the April Board Meeting, the International Economic Development Council (IEDC) visited Minot earlier this spring and is likely to make a recommendation to combine the City and County libraries (among other recommendations). A committee of stakeholders from both libraries has been formed and met on 6/20/18 and will meet again on 6/28/18 with a report to be presented to the Library Board in July.

D. Great Tomato Festival: Work for the Great Tomato Festival continues, though securing silent auction donations has been slow this year. The Great Tomato Festival committee is always looking for new members and for any volunteers who would like to help line up silent auction items as well as sponsors.

E. Adult Services Librarian: A second round of interviews for this position took place this month and Anderson is waiting for reference checks to be completed, but hopes to make an offer within the next couple of weeks.

F. Volunteer Appreciation: The Library will be hosting a volunteer appreciation dessert social on Wednesday, 6/27 at 2:00 pm to thank all the volunteers for their work at the Library. Staff will be providing homemade treats and Board Members are welcome to attend.

G. Director’s Activities: Anderson attended two City of Minot Department Head meetings as well as the two Budget Workshops presented in June. Anderson and Technical Services Librarian, Mary Wheeler hosted the annual North Central Library Authority meeting for the consortium of area libraries who use our Integrated Library System (Atrium). Training was provided to librarians attending this meeting. Anderson worked at the annual Summer Reading Kick-Off event at the Auditorium signing up adults for the adult SRP; the event was very successful with over 500 people attending.

I. Board Business
   There was no Board Business as Anderson and Olson had to leave for a 4:30 pm meeting. Anderson told board members that the election of officers will be done at the July meeting. Olson said that she would be unable to attend the July meeting.

Meeting Adjourned at 4:16 PM.

Lisa Olson, Secretary