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Board Meeting

January 15, 2015

Board Members Present: Gessner, Olson, VanDelinder

Staff Present: Anderson

President Susan Gessner called the meeting to order at 4:09 PM.

The agenda was approved with the addition of “2015 Clubs & Organizations Directory” and removal of “Computer Server”. Moved by Olson, seconded by VanDelinder

VanDelinder moved and Olson seconded the motion to approve the minutes of the December 18, 2014 meeting. Motion carried.

Olson moved and VanDelinder seconded the Motion to approve the January 2015 budget expenditures of $87,428.67 and January memorial expenditures of $1,974.54. Motion Carried.

No financial report was available from the City of Minot.

1. January Director’s Report:
   a. Activities/Programs (December): Story Hours (6), LEGO Club (1), CLC (3), Head Start Visits (3), ASK (3), Movie Matinee (1), Guys Read (1), Puppet Show (1), Reading Dog (1) TAG Meeting (1), Teen Candle-Making and Movie (1), Teen-Game on Saturday (1), Teen After School Gaming(1)
      Memorial expenditures as of 1/8/15: $1,974.54

See attached 2014 Encumbrances Memo.

Detail Budget Report from City of Minot not available at time of printing

   c. Friends Activities: The Friends of the Library will be having a One-Day Book Sale on Thursday, 1/22/15 starting at noon.

   d. Geek Your Library: The next Geek program is “Geek Game Day” with a chili cook-off and games on Saturday, January 24th at 2:00 pm. In February, the Library will be offering “Blind Dates with a Book” all month long.
e. **RFID Project**: New RFID tags arrived and are anticipated to take last through the end of the project. Staff continue to process items efficiently with approximately 36% of the collection tagged. The project will be complete by the end of 2015.

f. **Hazardous Mitigation Projects**: Work has been halted because of the weather.

g. **Repair of West Precast Wall**: The second precast sample was approved and work is pending weather.

h. **MakerSpace**: The contract for the MakerSpace grant has been signed and the money deposited into a special account (Lib 019 210-0000-369.08-00). No bids were received from the Request for Bids on the electrical work to be completed by January 31, 2015. The Library has contacted Minot Electric to complete the work. [VanDelinder moved to approve this and Olson seconded]

In addition to equipment, software, etc. the grant has allowed for funds to go toward an extra 10 hours of staffing. We have posted the availability of 10 hours to work in the MakerSpace and on MakerSpace projects for all current staff to consider. A decision will be made later this month and training will begin immediately.

Teen Librarian Pam Carswell traveled to Denver in January to visit four (4) MakerSpaces. Equipment and software will be ordered later this month.

i. **January Plumbing Issues**: On 1/4/15 it was discovered that a pump had turned off causing a coil in the plumbing on the west half of the building to freeze. Both C&C Plumbing and ProControls came in on the 4th and 5th to inspect and repair the problem.

**Board Business**

a. **Bids on Heating & Humidification Boilers**: Bids for project were considerably higher than budgeted. Library Director Janet Anderson presented the option of requesting City Council support for using funds from the Sales Tax Major Projects fund. Olson moved to put this motion on the agenda for the City’s February Finance Committee meeting. VanDelinder seconded. Motion carried.

b. **Merging Electronic Controls for Air Conditioning System**: The proposed contract with ProControls was presented to the Library Board. Library Director Janet Anderson stated that Prairie Engineering staff indicated that the cost of $34,000 was a reasonable cost for merging the two systems in the library building and replacing the old Zeta
equipment in the 2001 portion of the Library. VanDelinder moved and Olson seconded the motion to approve the contract with ProControls for $34,000. Motion Carried.

c. **Consider 2015 Books, Materials & Electronic Resources Budget:** Library Director Janet Anderson provided a copy of the 2014 Books, Materials & Electronic Resources Budget. The 2015 budget break-down had not yet been determined due to changes in certain collection areas and staff responsible for purchasing. Discussion on the 2014 budget was minimal, with emphasis on the growth of the Young Adult Collection. The 2015 Books, Materials & Electronic Resources Budget will be available at the February meeting.

d. **Consider 2015 Education & Training Plan:** Janet Anderson reviewed the 2015 Education & Training Plan, including budget, as designed by the MPL Education/Training Committee. Emphasis was placed on the fact that the anticipated expenditure for Education will fall below the allotted budget, but the Travel expenditures will be very close to what is budgeted, and perhaps go over the budgeted amount. For the 2016 budget the Library Director will consider requesting more funds for travel.

e. **2015 Clubs & Organizations Directory:** Library Director Janet Anderson brought samples of the annual Clubs & Organizations Directory which were received earlier in the week with a minor error on the front cover. Printing of the directories was done by Neiss Impressions and the Minot Public Library had not been contacted to review a copy before printing was completed, but multiple copies printed in-house from the electronic version did not have the error. Anderson explained that Neiss Impressions was not going to offer a discount on the price, but would re-print all copies. No timeline was indicated for when this could be completed however. Anderson asked the Board for input whether to wait for re-printing or distribute the copies “as-is”. Gessner suggested that staff “black out” the error with a permanent and distribute rather than wait for more copies to be printed. Olson and VanDelinder agreed and Anderson will follow-through with staff.

Meeting Adjourned at 4:55 PM.

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Lisa Olson, Secretary