Board Meeting Minutes

May 16, 2019

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

The meeting was called to order at 4:19 pm. Anderson requested that the June Board meeting be added as item 8c to the agenda. Olson moved to approve the amended agenda, Kramer seconded and the motion carried.

Olson moved to approve the minutes of the April 2019 board meeting and Kramer seconded. Motion carried.

Anderson presented May 2019 bills to-date. Kramer moved to approve the bills and Olson seconded, motion carried.

Anderson presented the detailed budget report for expenditures through April 2019 as compiled by the City’s Finance Department. Olson moved to approve the financial report and Kramer seconded, the motion carried.

There were no personal appearances.

1. May Director’s Report: Anderson provided an activity report comparing April 2018 (and further back) to April 2019.

   A. Activities/Programs (April):
      a. 17 Story Times – 448 attendees
      b. 6 CLC Programs – 130 attendees
      c. 2 Head Start Visits – 236 participants
      d. 1 Tour – 22 participants
      e. 4 ASK (After School Kids) Programs – 61 attendees
      f. 7 “other” events (READ dog, Family STEM, Lego Club, Poetry Palooza) – 610 attendees
      g. 1 TAG (Teen Advisory Group) Meeting – 10 attendees
      h. 2 Teen Movies – 31 attendees
      i. 1 Teen Community Outreach event (iMagicon) – 254 participants
      j. 2 Teen Gaming Events – 28 attendees
      k. 2 Makerspace Programs – 27 attendees
      l. 1 Quills Teen Writing Group – 4 attendees
      m. 1 Manga Maniacs & a Show – 10 attendees
      n. Building Permits Workshop – 5 attendees
      o. Coffee & Conversation – 1 attendee
      p. Books ‘n Brew – 12 participants
      q. Tech. Ed. at the Parker – 3 attendees
      r. Tech. Ed. at Edgewood – 2 attendees
      s. Poetry Palooza Open Mic – 27 attendees
      t. Publish or Perish Writing Group – 11 participants
u. MPL Game Night – 5 attendees
v. Cinema Series – 14 attendees
w. Poetry Aloud – 2 attendees
x. Color Me Happy Adult Coloring Club – 7 attendees
y. Residential Concrete Workshop – 10 attendees
z. 3D Object Design: Happy Birthday – 7 attendees
aa. 13 Tech Tutor Sessions completed

TOTAL = 1,990

B. Building & Grounds Updates

a. **Water Damage** ➔ On 4/19/19 (Good Friday) a water fountain on the 2nd floor had a malfunction in the evaporator coil which caused excessive leaking. Since the Library was closed, this leak was not discovered until water dripped onto a fire alarm causing the alarms to go off and Anderson was contacted very early Saturday morning the 20th by Central Dispatch. An insurance claim was filed. ServPro took care of the drying and Anderson is working with a contractor for the build-back. Though there was some standing water and the water leaked to the floor below, fortunately the lower level affected is a concrete mechanical room and no equipment is on the floor. The Library will be responsible for paying the deductible.

b. **Digital Sign** ➔ Scott is working on removing the “Minot Public Library” lettering from the sign on the walkway and the old sign fixture. Next, we will affix it to the black box to the left of the sign.

c. **Exterior Renovation** ➔ JLG has been given instructions to create plans for the drawing the Library Board approved and to provide Anderson with estimates for the work.

d. **Building Sealants** ➔ Anderson has requested a preconstruction meeting with Sticky’s either in person or over the phone to discuss the timeline and the work to be completed this summer. No date has been set yet, but once scheduled Anderson may request the Boards’ Building & Grounds committee members to attend.

C. Tool Library Workshops: Anderson continues to work with the City’s inspection department to host home improvement workshops. On 4/23/19, Anderson hosted the Residential Concrete workshop and on 5/11/19 the Accessory Building workshop. Following input from the 4/2 workshop, Anderson has also scheduled a Landscaping workshop on May 20th at 4:00 pm with Brian Johnson with the Forestry department of the Minot Parks District.

D. Library Promotions: Anderson continues to work with the chair of the MPL Outreach Committee (Randi Monley) on the marketing campaign made possible by the Friends of the Library. Anderson and Monley have been working with Lowe’s on a direct-door postcard which we hope will be mailed within the next week. They have also been working on getting a static billboard on Broadway in August. Monley has been in contact with Dakota Square Mall to put table tents in the food court. In addition, Anderson continues to submit articles to the Minot Daily News, contact local media, create online promotions and create/distribute promotions for Library events. In April, Teen Librarian Pam Carswell attended iMagicon and promoted Library
services and Anderson and Monley attended a family engagement event at Washington Elementary School on 5/9/19. Debbie Chappo and Lacey Possen will be attending “Salute to Seniors: on 5/14/19 to promote Library services to seniors and Josh Pikka continues to offer technology classes at Edgewood Vista and the Parker Senior Center.

E. **Friends of the Library:** The Friends of the Library hosted their spring Book Sale 4/24/19 – 4/27/19. Again, the sale was “free will donation” and the Friends made almost $3,000. The Friends’ Board will meet on 5/15/19 and the Library will be requesting funds for various purchases.

F. **Staffing Update:** Susan Widhammer has been hired to fill the part-time Library Assistant position vacated when Zhanina Moya was promoted to the position of full-time Adult Services Library Assistant.

G. **Community Outreach Committee:** Anderson is working with other City staff on the City’s Community Outreach Committee which has been tasked with creating an Outreach Strategy and Toolkit. The committee hosted a focus group meeting on April 30th and will meet again with this group in May.

H. **Director’s Activities:** Anderson attended a City Department Head meeting, City Council, MPL Leadership meeting and worked to complete HR training for the new Library employee. Anderson assisted in arranging the “Mayor for a Day” event on 5/6/19 and staffed a table for the Library at the City’s Town Hall Meeting on 5/8/19. Anderson met with the newest member of the City’s HR Department and discussed the Library’s training needs and also arranged a “Stress Management” training that will be open to all City staff. Anderson made appearances on the KXMC and KMOT noon shows to promote the Tool Library workshops and attended the first Great Tomato Festival meeting or 2019. Anderson and Wheeler hosted the annual North Central Library Authority meeting where area libraries using the same circulation software as MPL meet to discuss concerns. Anderson has also been meeting with Possen to discuss the MPL procedures reality to long overdue items. Training sessions on new technology at the Library and also Drug-Free Workplace were attended and the Library’s All Staff meeting is schedule for 5/22/19 to provide training on the Summer Reading Program. The kick-off for the 2019 Summer Reading Program will be Thursday, 5/30/19 at 2:00 pm at the auditorium. Finally, the Library will be closed on 5/27/19 for Memorial Day and begins summer hours on 5/26/19 which means that the building will be closed on Sundays through Labor Day.
2. Board Business

a. **Library Board Vacancies:** Anderson provided an update, including that Kvigne was willing to remain on the Board for another term and the Alderman Paul Pittner was recommended as the City Council representative. Anderson has been speaking with Lyndsay Ulrickson from the Souris Basin Planning Council to fill Ackerman’s vacated position and hopes to have recommendations for the Mayor to appoint at the first City Council meeting in June, though the new Board members’ terms won’t begin until the July meeting.

b. **Fine-Free Proposal:** Anderson provided 4 proposals for the Library Board to consider:
   i. **Proposal #1:** The Minot Public Library shall eliminate all fines for overdue items. Patrons will still be responsible for damaged and lost items and Library staff will continue to follow the procedures in place for contacting patrons who have long overdue items.
   ii. **Proposal #2:** Library cards issued to children, teachers and City of Minot employees will be fine-free. Again, these patrons will be responsible for damaged and lost items and existing procedures will be followed for long overdue items.
   iii. **Proposal #3:** Library cards issued to residents of Minot will be fine-free. Again, these patrons will be responsible for damaged and lost items and existing procedures will be followed for long overdue items.
   iv. **Proposal #4:** No changes to current fine procedure.

Kramer said that she likes the accountability of fines, but believes that children should not be punished because their parents aren’t able to return items on time. She also said that supporting teachers should be a priority of the library and that many times teachers may not be able to pay fines. Olson agreed and said that she would hate to see a child unable to check-out items because of their parents. She relayed a story of a child who didn’t have much and had to scrape together change to pay some fines. The Library Board also agreed that they had previously supported allowing City of Minot employees be fine-free since Library employees already are and it would be another small benefit to possibly help the City’s retention problem. Kramer said that no matter what the decision, she would still support more regular fine-forgiveness events to help all library cardholders. Kvigne said that she liked proposal #2 best of the four. Olson asked Anderson how the Library would promote this — would there be a small, quiet roll-out or a big press release? Anderson said that she was not sure and would ultimately discuss it with the Library’s Policy & Procedure and Outreach committees. Olson moved that the Library adopt proposal #2 effective July 1, 2019. Kramer Seconded. The motion was carried by the following roll call vote: ayes: Kramer, Kvigne and Olson.

C. **June Board Meeting:** Anderson is unable to attend the June Board meeting which is scheduled at the same time as the City of Minot’s Budget Workshop on June 20th. The Board suggested moving the meeting to Tuesday, June 18th. Anderson will send out updated information.

Meeting Adjourned at 5:05 PM.

[Signature]
Lisa Olson, Secretary