Board Meeting Minutes

November 16, 2017

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

Kvigne called the meeting to order at 4:15 pm. Olson moved to approve the agenda as written, Ackerman seconded.

Olson moved to approve the minutes of the October 2017 meeting and Kvigne seconded. Motion carried.

Anderson presented the November bills to-date (which do include some October bills received since the October Library Board meeting). Ackerman moved to approve the bills, Olson 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 November (83% through the year), the Library has expended 73% of the 2017 budget. Anderson reminded Board members that she is still working on reducing expenditures by at least 10%. Ackerman requested that Anderson look into the Cash Reserves and Revenue reports for the next meeting. Ackerman moved to approve the Financial Report and Kramer seconded.

There were no personal appearances.

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

   A. Activities/Programs (October):
      a. 16 Story Hours - 398 attendees
      b. 4 CLC (Community Learning Center) programs - 115 attendees
      c. 2 Head Start visits – 215 participants
      d. 5 ASK (After School Kids) programs – 121 attendees
      e. 1 Puppet Show – 25 attendees
      f. 4 “other” events (READ dog, LEGO, movie, etc.) – 117 attendees
      g. 2 Teen Movies – 25 attendees
      h. 1 Teen Craft/Trivia Event – 11 attendees
      i. 2 Teen Gaming Events – 20 attendees
      j. 1 Makerspace Event – 9 attendees
      k. 2 Manga Club – 19 attendees
      l. 1 “other” teen events - 9 participants
      m. Coffee Time event – 18 attendees
      n. Homebound Delivery visits – 16 attendees
      g. 7 Tech Tutor Sessions completed
      h. Color Me Happy Coloring Club – 14 attendees

   TOTAL = 1,139
Reference Questions

- Community: 220
- Reference (children): 562
- Reference (adult): 630

B. Building & Grounds Updates

a. Retaining Wall/Rail (LIB024) → The rail for the retaining wall is expected to be installed before Thanksgiving. Rolac should also be re-doing the sealant between the caps on top of the wall and following up on any repairs needed to chips.

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. TectaAmerica hopes to have the work done in November if the weather cooperates.

c. Library Air Conditioning: City Council also approved 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. Anderson now needs to advertise for bids in order to 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. Restroom Fan: A bearing on the top of the shaft of the fan has eroded and Mowbray & Sons will replace the bearing in order for the fan to function. However, if the fan still does not work it is their recommendation that we replace the entire unit as it will be difficult to find parts for further repair due to the age of the fan.

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 determined that the control box needed to be replaced. Estimated cost for this work (including electrical) is approximately $3,000 which will be spent from the Library’s Memorial fund.

C. Friends of the Library: The Friends of the Library’s fall book sale earned approximately $1,400 plus about $300 from the silent auction. Overall, the sale was down quite a bit from previous years and there are still a lot of books that need to be sold. The Friends will hold another one-day sale on 12/7/17 and may even consider another one the following week. The Friends of the Library host their annual meeting on Friday, 11/17 at the Vegas motel at noon.

D. Tool Library: Anderson and AmeriCorps VISTAs purchased tools on 11/3/17 using the $750 grant from Verendrye Electric Co-Op and a $50 donation from Habitat for Humanity. In addition, the VISTAs have used dedicated funds available to them to purchase most of the remaining tools on their wish list. Inventorying of the items is almost complete, with cataloging the items yet to be done. This will be a very time-consuming project which may delay the opening of the Tool Library until December. In the meantime, the Liability Waiver for patrons checking out tools has been completed and work has begun on determining check-out periods and fines. Finally, the VISTAs have been in touch with members from Community Action who would like to do a weatherization program at the Library in conjunction with the opening of the Tool Library.

E. Staffing: The job posting for the MPL Adult Services has resulted in 4 applicants so far. The posts indicate that the job will be open until November 30th “or until filled” and the listing was just posted on the American Library Association’s joblist 10/31/17.

F. Build Minot: Anderson and Library Associate, Randi Monley, have been working to tabulate and format the information obtained from the Build Minot community engagement campaign. This information will be presented to City Council before the end of the year, but at this time no date has been set.
G. **Holidays:** The Library will be closed Thursday, 11/23/17 for Thanksgiving; Sunday, 12/24/17 and Monday 12/25/17 for Christmas; and Sunday, 12/31/17 and Monday, 1/1/18 for New Year’s.

H. **Director’s Activities:** Anderson attended various City meetings, staff meetings and NDLA meetings. Anderson has spent time working with staff to ensure that books and materials are being purchased in a timely manner for the end of the year, including items for the Audiobook and Reference collections which she handles. Anderson met with organizers from the Minot Story Hour and has been creating promotions for their first event on 11/18/17. Along with Board member, Lisa Olson, Anderson put together information for a women’s forum called “Women Lead… Women Run” which was held 11/8/17. Anderson worked with volunteers to staff and stock items at the fall Friends of the Library book sale and has been working with Administrative Assistant Holly Hensley to organize the Friends’ annual meeting. Following the MPL staff in-service, Anderson and various other staff members also met to discuss recommended changes to policies and procedures. As chair of the Library2Go Consortium for 2017-2018, Anderson has assisted with user issues and works with member libraries to provide updates and support as needed.

2. **Board Business**

   a. **Report of the Personnel & Policy Committee:** Anderson provided the Board with recommendations from the Board’s Personnel & Policy Committee. Ackerman moved to approve all the recommendations and Kramer seconded. The motion carried.

   b. **Building Renovation Updates:** Anderson shared preliminary drawings for exterior renovations to the building, which included three different options for the southwest windows. The Board agreed that the options for covering the precast were in-line with what they would like, but were split on the windows. JLG will also work on a simplified version with no additional covers for the windows.

   c. **Patron Issues/Rules of Conduct:** Anderson provided the Board with the Library’s “Rules of Conduct” as available to all patrons of the Library. She explained that many of these rules are based on city or state ordinances and that patrons who are not following these rules are given the opportunity to correct their behavior. Anderson and the MPL Policy & Procedure Committee will be working to update the procedures related to handling disruptive patrons in 2018.

   d. **2017 Staff In-Service Results:** Anderson shared the results from an online survey of MPL staff regarding the in-service. In general, the feedback was positive with most participants stating that the in-service was beneficial.

   e. **Recipe Exchange:** Anderson reminded Board Members that the Library was doing a recipe exchange on 12/7/17 and if anyone wanted to participate they should submit recipes before Thanksgiving.

   f. **2018 Board Meetings:** Anderson distributed the dates for 2018 Library Board meetings, but shared that she will be out of the office for surgery most of the month of March. Board members decided to wait to determine if the March meeting should be rescheduled or if another staff member should attend.

Meeting Adjourned at 5:40 PM.

[Signature]

Lisa Olson, Secretary