Board Meeting Minutes

September 20, 2018

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

The meeting was called to order at 4:15 pm. Ackerman moved to approve the agenda with the addition of “2019 Budget” to Board Business, Olson seconded and the motion carried.

Ackerman moved to approve the minutes of the August board meeting and Kvigne seconded. Motion carried.

Anderson presented the September 2018 bills. Ackerman asked if the Library purchased books from local publishers or just through specific vendors. Anderson said that the majority of books were purchased through Baker & Taylor, but that books of regional interest were often purchased through Main Street Books or at events such as the Norsk Hostfest. She also shared that music CDs have been purchased through Budget Music this year. Ackerman moved to approve the bills and Olson seconded, motion carried.

Anderson also presented the detailed budget report for expenditures through August 2018 as compiled by the City’s Finance Department. The report shows that the Library has expended 57% of its annual budget and that 67% of the year has passed. Ackerman asked for Anderson’s feeling on how much would remain at the end of the year and Anderson said that she believes there could be up to $50,000 remaining which would go into Cash Reserves. Olson moved approval of the Financial Report and Ackerman seconded.

There were no personal appearances.

1. **September Director’s Report:** Anderson provided an activity report comparing August 2017 (and further back) to August 2018.

   A. **Activities/Programs (August):**
      a. 7 Story Times – 186 attendees
      b. 1 Summer Program – 400 attendees
      c. 7 “other” events (READ dog, Lego Club) – 356 attendees
      d. 1 TAG (Teen Advisory Group) meeting – 3 participants
      e. 1 Teen Movie – 10 attendees
      f. 1 Community Visit – 200 participants
      g. 1 Teen Gaming Event – 8 attendees
      h. 1 Anime Afternoon – 4 attendees
      i. 1 Manga Club – 7 attendees
      j. Teen SRP Wrap-Up Party – 10 participants
      k. Tech Ed. At the Parker – 3 attendees
      l. Poetry Aloud Program – 6 attendees
      m. Soulshine – 93 attendees
      n. 13 Tech Tutor Sessions completed
o. Color Me Happy Coloring Club – 6 attendees

TOTAL = 1,400

Reference Questions

- Community: 449
- Reference (children): 653
- Reference (adult): 648

A. **2018 Summer Reading Recap (see attached infographic):** The MPL children’s Summer Reading Program saw an increase in both sign-up and program participation. There were more attendees at children’s summer reading programs in 2018 than the previous two years. The adult program increased sign-up by 22 participants from 74 to 96, but only 35 adult completed the program. Teen summer reading program sign-up and participation also increased, and Anderson provided a detail of the school/grade breakdown as well a graph comparing past years’.

B. **Building & Grounds Updates**

a. **Library Air Conditioning** → The new chiller unit has been running since 7/6/18. The Library is now waiting for the final payment (for $2,071.10) request which will need to be approved by City Council.

   i. The part for the 2011 chiller has been installed.

b. **Digital Sign** → Anderson met with representatives from Rolac, JLG and Indigo Signworks as well as the City’s Principal Planner to mark where the sign will be placed. The sign has been ordered and utilities marked. We are now waiting for Rolac to provide a tentative schedule.

C. **NDLA Annual Conference:** Anderson participated in three planning meetings for the 2018 Annual North Dakota Library Association Conference in Minot 10/3 – 10/5/18. Anderson has been coordinating with the Minot Convention & Visitors Bureau to line up welcome bags, signs and name badges as well as gifts for presenters. An opening reception will be held at the Carnegie Center Wednesday, 10/3 and hosted by the local libraries. The planning committee has lined up the location, music and after-hours event, but are still looking for anyone interested in donating food and/or wine for the reception. Children’s Librarian, Paulette Nelson, is organizing a silent and live auction which raises money for the Association’s Continuing Education grants. 14 staff members have been registered to attend at least part of the conference and 5 MPL employees will be presenting at the conference.

D. **Great Tomato Festival:** A wrap-up meeting for the Great Tomato Festival was held on the 11th and each organization will receive $16,820.92 from the event. This is the best year the Great Tomato Festival has had in its 30 years. Due to the RV event at the fairgrounds in 2019, the 31st annual Great Tomato Festival will be held 8/28/2019.

E. **Staffing:** Anderson continued training Adult Services Librarian Jessica Mason and has assisted Mason in interviewing for a part-time Library Assistant position that was vacated at the end of August. Once this part-time position is filled, MPL will be full-staffed for the first time in more than a year.

F. **Friends of the Library:** The free-will donation book sale held by the Friends of the Minot Public Library on 8/16/18 brought in over $2,000 which was more than the one day sale held in August of 2017 AND more than they raised at the 3-day sale in October of 2017. The Friends Board met 9/6/18 and decided to hold their fall sale 10/25 – 10/27 with a members only pre-sale on 10/24 and they will continue the free-will offering format rather than pricing items. The Board also set their annual meeting date for Friday, 11/9 at Badlands where they will vote to fill four positions (three members will be running for re-election) and to approve a mission statement for the Friends of the Minot Public Library. Finally, the Board approved over $10,000 in funding requests for the Library.

G. **Publish or Perish Writing Group:** Anderson was approached by a local writer’s group interested in partnering with the MPL to reach more people. After meeting with a representative from the group, Anderson began promotions for PoP (Publish or Perish) which would meet at the Library the 2nd and 4th
Saturday of each month. Members from the group will run the meetings and the Library will provide a location and promotions.

H. **Director’s Activities:** Anderson attended the August Committee of the Whole meetings and the September City Council meeting. Anderson worked with the Ward County Public Library Director on further analyzing the possibility of a merger, met with staff to continue employee reviews and continued working with the Adult Services Librarian on training. Anderson met with the MPL marketing committee continued promoting Library events on the website, Facebook page and through the Minot Daily News.

1. Board Business

   a. **Report of the MPL Marketing Committee:** Anderson reported that the MPL Marketing Committee met on September 6th with members of the Library Board. The group came up with some ideas for community outreach and discussed ways to measure the impact of the Library’s marketing.

   b. **Meeting Room Usage:** As requested at the previous Library Board Meeting, Anderson provided usage statistics for the Library’s meeting rooms. Ackerman asked how many days a year these rooms were available and Anderson said everyday of the year with the exception of Sundays in the summer. Olson requested that Anderson provide information related to the income generated by the meeting rooms at the next meeting.

   c. **Report of the Library Merger Committee:** Anderson shared the (not yet approved) minutes from the 9/10/18 Library Merger Committee meeting. The committee determined at this meeting that if a merger were to take place, the WCPL would be combined into the MPL with as little remodeling as possible. This decision was made because it is still a possibility that the libraries would eventually move to a new location downtown, but this would not be feasible for at least five years. The committee also tasked Anderson and Boetcher (WCPL Administrator) with compiling a budget comparison if the libraries were merged, including savings and costs for expanded services. The Library Merger Committee will be meeting again on Monday, October 15th at 2:00 pm.

   d. **Use of the Public Library:** Anderson handed out the Library’s policy on “Use of the Public Library” as related to who is eligible to use the services of the Minot Public Library and what is required to obtain a library card. Anderson began the discussion by reminding Board members that residents outside of the City of Minot are able to obtain library cards at MPL, Ackerman said that it should be anticipated that the Library serves those who walk through the doors and that this is the expectation. Olson agreed and said that it is good that the Minot Public Library offers services to those outside of the city. Next, Anderson explained that the requirements to obtain a library card have changed dramatically in the last decade. Originally, anyone could get a library card if they showed a photo ID and wrote down a local address (the ID did not have to be local), then the policy changed to require a photo ID and a proof of a local address and recently changed back to requiring a photo ID with a local address or proof of a local address. Anderson explained that there has been some debate among staff as to what should be considered a proof of address and she shared that her ultimate goal is to share the Library’s services with as many people as possible and that to do this people should NOT feel like getting a library card is full of obstacles. Kvigne, agreed and said that staff need to use “common sense” and understand that not everyone receives paper bills anymore. Ackerman said that he feels Anderson has the correct understanding of the ultimate goal and that the Board supports this. Finally, Anderson shared that she and Children’s Librarian Paulette Nelson had been discussing the idea of allowing children’s library cards to be “fine free” since it is often not the child’s fault that items aren’t returned on time. Anderson said that this was not a decision she wanted the Board to make at this point, but that this would be something she’d be bringing to them in the future. VanDelinder asked if it would be possible to make certain items (such as children’s books) fine-free and Anderson said she would look into that.
e. **2019 Budget:** Anderson told the Library Board that the 2019 City of Minot budget had been approved on its first reading. A discrepancy was pointed out following this meeting as the City of Minot’s FY 2019 Compensation Plan stated: “If an employee’s step within the range is under midpoint (steps 1-8), the employee will move two steps (5%) on January 1, 2019 until the employee reaches midpoint of the range (step 9). Once an employee reaches midpoint and above (steps 9 through 16), the employee will progress one step (2.5%) on January 1, 2019 until the employee reaches step 17.” Traditionally, the Library attempts to follow the City’s pay plan guidelines even though the Department is not considered Civil Service. However, the City’s Compensation Plan was presented after the Library Board’s approval of the proposed salaries and budget for 2019 which did not include an equivalent pay plan. If the Library Director’s proposed salary plan for 2019 had followed these guidelines the 2019 Library employee salaries would have been based on a 1.5% to 5% increase as opposed to the 1.1% to 1.8% increase approved by the Library Board in May. Ackerman said that this discrepancy should be fixed for 2019, but that this situation illustrates the challenge the Library has by being “different” than the City. He highlighted that this is an imperfect system that has traditionally meant that Library employees receive better benefits/pay, but that this time it is to the detriment of the Library staff. Olson said that this is yet another reason why the Library should be looking toward combining under the City of Minot’s pay plan rather than having its own separate plan. The Board discussed ways to make up this difference in order to make the Library salaries more equitable to other City employees and ultimately determined that the best method (if possible) would be to use money from the Library’s cash reserves since there has been substantial savings over the last several years. Ackerman moved to recommend that City Council increase the 2019 Library Salaries line item by $14,880 in an attempt to match the salary increase in the 2019 City of Minot Compensation Plan. Olson seconded. The motion was carried by the following roll call vote: ayes: Ackerman, Kvigne, Olson, VanDelinder. Anderson will begin meeting with the City Finance Department, Human Resources Director and City Manager as soon as possible to move this to Council.

Meeting Adjourned at 5:30 PM.

[Signature]
Lisa Olson, Secretary