Board Meeting Minutes

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

President Susan Gessner called the meeting to order at 4:15 pm. The meeting agenda was approved as presented.

Ackerman moved and Olson seconded the approval of the November 19, 2015 meeting minutes.

VanDelinder moved the approval of the December 2015 bills. Ackerman seconded. Motion carried.

Anderson presented the financial report including the month’s bills and the City of Minot monthly expenditures. Ackerman asked that Anderson look into receiving a printed copy of the Library’s cash reserve balance and Ackerman agreed to find out about this. Olson moved to approve the Financial Report and VanDelinder seconded. Motion carried.

1. December’s Director’s Report: Anderson reported on the following:

   a. Activities/Programs (November):
      i. 16 Story Hours – 357 attendees
      ii. 4 CLC (Community Learning Center) Programs – 106 attendees
      iii. 2 Head Start Visits – 164 attendees
      iv. 5 ASK (After School Kids) Programs – 80 attendees
      v. 6 “other” programs (LEGO Club, Read Dog, Lego Robotics, Movies) – 222 attendees
      vi. 2 Teen Movies – 30 attendees
      vii. 2 Gaming Events – 23 attendees
      viii. 7 Makerspace program – 28 attendees
      ix. 2 School Visits/Tours - 51 attendees
      x. 1 TAG meeting – 6 attendees
      xi. 3 Tech Tutor Sessions completed
      xii. Minot Story Hour event – 34 attendees

   TOTAL = 1,104

   b. Building & Grounds Updates
      i. Boiler & Humidification Replacement (LiB013) → 99% complete. Final walk-thru and training have taken place. However, the new exterior vents have caused excess build-up of ice on the building so C&C Plumbing is looking into replacing the vents. Final payment will be held until this is taken care of, but Prairie Engineering anticipates the payment request will be able to be submitted yet in 2015.
ii. HVAC Electronic Controls Upgrade (LiB014) → 98% complete. Controls have been installed and are being set by the programmer. Awaiting a final test to complete the project.

iii. Hazardous Mitigation Project (LiB016) → Complete. The final walk-thru was completed and the project is done. Final payment to Wright Brothers was submitted to the Finance Committee and recommended for approval by City Council. There is still one small payment to Main Electric that will need to go to City Council for approval. This will be encumbered for payment in January 2016.

c. **Technology Coordinator:** Technology Coordinator Matthew Derpinghaus submitted his resignation on 12/7/15 with his last day being 1/22/16. Matthew has taken a library job in his home state of Wisconsin, but has agreed to assist as much as possible with the transition. Matthew has become a great asset to MPL and he will be missed.

d. **Ergonomic Grant:** The Library has officially been approved for an Ergonomic Grant through Workforce Safety & Insurance. This grant will cover 75% of the costs related to an ergonomic assessment as well as 75% of the cost for two (2) extended reach monitor arms for the Adult Services Circulation Desk. The purchase of these monitor arms will occur early in 2016.

e. **Makerspace:** With remaining funds from the Otto Bremer Makerspace grant the Library will be purchasing some new robots and software for circulation as well as for programs.

f. **Holidays:** The Library will be closed 12/24, 12/25, 12/31 and 1/1 for the Christmas and New Year’s holidays.

g. **Director’s Activities:** The majority of annual employee reviews and counseling sessions were completed in November. Anderson spoke at the Kiwanis Club on 12/1/15, met with Doug McHenry from Workforce Safety to prepare for the upcoming inspection, worked on updating the Human Resources policy and prepared Requests for Quotes for the purchase of new library cards which will need to be acquired early in January.

2. **Board Business**

a. **Purchase of new microfilm reader:** Anderson presented information on the need for a new microfilm reader along with three quotes recently received to replace the current reader. Anderson proposed using money from the Memorial Fund to make this purchase, but explained that it would have to be ordered by 12/21. The Library Board agreed to consider the two lowest quotes, but asked Anderson to find out more information about the machines. Memorial Funds will be transferred to the Friends of the Minot Public Library and the Board thus recommended that the money could be requested from the Friends group if the purchase was made in 2016.

b. **Recommendations from the Policy & Personnel Committee:** Anderson presented five (5) recommendations from the Library’s Policy & Personnel
Committee. VanDelinder moved approval of all recommended changes and Ackerman seconded. All approved and the recommendations passed.

c. **Library Board opening:** Board members discussed a number of potential Minot citizens who could complete the term left open by Deb Johnson’s resignation. Following discussion, it was determined that Joe King would be presented to the Mayor as the Board’s recommendation. Joe is a longtime member of the Friends of the Library and an avid library user and supporter.

d. **2016 Committee meetings:** Anderson reminded the members that the Board Committees would need to set meeting dates for 2016 and emphasized the need for the Building & Grounds Committee to meet early in the year. Members of this committee (Ackerman and VanDelinder) asked Anderson to send a meeting appointment via e-mail.

e. **Library Director Evaluation:** Anderson requested that the Library Board consider completing a performance evaluation on her first year as a Library Director. Anderson presented them with a performance evaluation form used for the previous Director with some updates and also distributed the evaluation used for the Ward County Public Library Administrator. Anderson left the room to allow the Board members to discuss the evaluation. The Board decided that they would complete the evaluation outside of the meeting and provide it to President Gessner who would review it with Anderson in the upcoming weeks.

Meeting Adjourned at 5:15 PM.

Lisa Olson, Secretary