Board Meeting Minutes

January 17, 2019

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

The meeting was called to order at 4:20 pm. Ackerman moved to approve the agenda, Olson seconded and the motion carried.

Olson moved to approve the minutes of the December 2018 board meeting and Ackerman seconded. Motion carried.

Anderson presented the remainder of the December 2018 bills as well as the January 2019 bills to-date. Ackerman moved to approve the December bills and Olson seconded and the motion carried. Olson moved to approve the January bills and Ackerman seconded, motion carried.

Anderson also presented the detailed budget report for expenditures through December 2018 as compiled by the City’s Finance Department. Anderson noted that there may still be one more “13th month” report for any expenses that come through. Ackerman moved to approve the financial report and Olson seconded, motion carried.

A patron attended the meeting and wanted to express concern about the faucets not working in the public restrooms in the Library’s entry. Anderson said that this would be noted during the annual building inspection and taken care of as soon as possible.

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

A. **Activities/Programs (December):**
   a. 5 Story Times – 121 attendees
   b. 4 CLC Programs – 90 attendees
   c. 2 Head Start Visits – 226 participants
   d. 3 ASK (After School Kids) Programs – 47 attendees
   e. 1 Puppet Show – 35 attendees
   f. 3 “other” events (READ dog, Movie, Lego Club) – 47 attendees
   g. 1 TAG (Teen Advisory Group) Meeting – 23 attendees
   h. 1 Teen Movie – 17 attendees
   i. 1 Teen Craft – 14 attendees
   j. 1 Teen Gaming Events – 14 attendees
   k. 1 Makerspace Program – 6 attendees
   l. 1 Anime Afternoon – 13 attendees
   m. 1 Manga Club – 10 attendees
   n. 1 “other” teen event – 14 attendees
o. Tech. Ed at the Parker – 2 attendees
p. Holiday Greeting Card-Making – 18 participants
q. Publish or Perish Writing Group – 8 participants
r. Tech. Ed at Edgewood – 2 attendees
s. MPL Game Night – 15 attendees
t. 4 Tech Tutor Sessions completed

TOTAL = 726

Reference Questions
  - Community: 536
  - Reference (children): 251
  - Reference (adult): 434

B. Building & Grounds Updates
   a. Digital Sign – The only remaining work to be completed on the sign is to remove the “Minot Public Library” lettering from the sign on the walkway and affix it to the black box to the left of the sign. Staff are still learning how to create messages, but have already received compliments on the sign.
   b. Exterior Renovation – The amendment to the existing contract with JLG for the amount of $47,000 for further design has been signed by the Mayor and the funds encumbered into 2019. This should allow JLG to complete designs for the exterior and in order to do this, JLG would like to meet with the Library Board’s Building & Grounds committee sometime this winter or spring to discuss the future plans.
   c. Carpentry – The only major project planned for 2019 is replacing the carpet on the 2nd floor. This project will need to be bid and the Library will likely have to close during some of this work. However, this project will most likely not take place until the fall.

C. Performance Reviews: Anderson met with 18 of the Library’s 21 employees during the month of December to complete their performance reviews. She will wrap up the few last reviews in January and has asked each supervisor to review the evaluations with their staff at the mid-year review with the intention to revise some of the details.

D. End-Of-Year Budget: Anderson and Administrative Assistant Holly Hensley have been busy wrapping up the 2018 budget year. Anderson and Hensley turned in all 2018 invoices, completed encumbrance forms for funds that needed to roll over into 2019, completed the 2018 inventory and finished payroll and other year-end reports. Though not all of the 2018 expenses have been processed, as of the end of the year the Library had spent less than 90% of what was budgeted for the year. Official budget numbers for 2018 will likely not be available until February.

E. State of the City: Anderson continues to meet with the City committee planning the 2nd annual State of the City and will again be leading the Mayor’s Challenge. Anderson arranged art and video judges with the Minot Area Council of the Arts and she and another librarian will judge the essay contest. The State of the City will be held at Magic City Campus on Thursday, January 31st starting at 5:00 pm. City Departments will have tables set up at 4:15 pm to hand out information and talk about projects. There will be a light social after the State of the City around 6:00 pm.

F. Director’s Activities: Most of December and early January was spent wrapping up year-end tasks including performance reviews, safety audit and budget. Anderson met with the City Manager on 12/21/18 to go over her annual review and was given some feedback related to goals for 2019. Anderson attended City Council on 1/7/19 and will continue to attend meetings which are now held the first and second Mondays of the month (except on holidays, when the meeting will be the Tuesday following) at 5:30 pm instead of 6:30 pm. Anderson held the first MPL leadership team meeting of the year and also met with the Technical Services Librarian to discuss procedures related to purchasing books and materials for the Library collection. Anderson met with the City Manager again on 1/8/19 to discuss
information needed for the next Library Merger Committee meeting. Finally, Anderson met with the North Dakota Library Association’s Legislative Committee in December and again on 1/14/19 to discuss the Association’s priorities. The Committee will be paying special attention to bills related to funding the ND State Library as well as bills limiting the ability of cities/counties to control their own taxing.

2. **Board Business**

   a. **2019 Library Board Meeting Dates:** Anderson handed out the list of 2019 Library Board meeting dates.

   b. **Update on Library Merger Committee:** Anderson shared that the Library Merger Committee meeting had been moved to 2/13/19 to provide the two library directors more time to gather information in order to provide a 10-year forecast for expenses.

   c. **2019 Goals:** Anderson asked the Library Board to provide input on what goals the Library should be working toward in 2019. Anderson and Ackerman both agreed that the decision about whether or not to move forward with a vote to merge the libraries needs to be made sooner rather than later as other priorities have been set aside while this work is being done. In addition, Anderson said that she’d like to see an increase in library cardholders in 2019. Kvigne agreed and said that perhaps more time and money needs to be spent promoting the Library around town and going to events outside of the Library. Ackerman asked Anderson if there were any “predictions” on what the future of a library looked like and she said that it’s difficult to say, but that she would look at the American Library Associations “Center for the Future of Libraries” and share anything pertinent.

Meeting Adjourned at 4:46 PM.

Lisa Olson, Secretary