Board Meeting Minutes

May 20, 2015

Board Members Present: Gessner, Johnson, Olson

Staff Present: Anderson

President Susan Gessner called the meeting to order at 4:03 PM.

The agenda was approved with changes. Moved by Olson, seconded by VanDelinder.

Olson moved and VanDelinder seconded the motion to approve the minutes of the April 16, 2015 meeting. Motion carried.

VanDelinder moved and Olson seconded the Motion to approve the May 2015 budget expenditures of $98,588.04, May memorial expenditures of $799.96 and Makerspace expenditures of $560.25. Motion carried.

The Library’s Financial Report was reviewed and VanDelinder moved to approve, seconded by Olson.

1. March’s Director’s Report: Anderson reported on the following from April:
   A. Activities/Programs (April)
      a. 13 Story Hours – 419 attendees
      b. 10 CLC (Community Learning Center) Programs – 226 attendees
      c. 3 Head Start visits – 261 attendees
      d. 4 “other” programs (LEGO Club, Grandparent’s Tea, READ Dog, Dallas Gillmore Poetry Reading) – 162 attendees
      e. 2 Teen Movies – 4 attendees
      f. 2 Gaming Events – 26 attendees
      g. 1 Teen Advisory Group meeting – 4 attendees
      h. 3 “Other” Teen Programs - 23 attendees
      i. 6 Tech Tutor Sessions completed
   B. Geek Your Library Campaign: The GTL campaign is wrapping up this month after 10 months and 17 outreach events (including 11 library programs with more than 80 people participating). This month’s programs will focus on gardening as the Ward County Public Library hosts a speaker from the Ward County Extension Services office on Thursday 5/21 @ 5 pm. The Minot Public Library will host a program on vegetable gardening in containers presented by the Minot Park Department’s horticulturist Wednesday 5/27 @ 6:30 pm.
   C. North Dakota Library Association’s Library Advocacy & Funding Workgroup: Anderson attended the final meeting of the NDLA workgroup on library advocacy and funding. This special workgroup was made possible through a grant and allowed librarians from
different types of libraries across the state to discuss how to better advocate for ND libraries in order to secure necessary funding. Through this workgroup, libraries throughout the state participated in “Snapshot Day” during National Library Week headed by Anderson [see attached MPL Snapshot]. In addition, the group secured a commitment from NDLA for funds to be set aside specifically for advocacy and they also have proposed a pre-conference grant writing workshop for the 2015 NDLA annual conference. Members will present their findings at the 2015 NDLA and MPLA conferences.

D. **Building & Grounds Updates**
   a. Boiler & Humidification Replacement (LiB013) → Progressing well with both boilers and the humidifier purchased, pipes removed and installation taking place.
   b. HVAC Electronic Controls Upgrade (LiB014) → Wiring has begun for the completion of the project to upgrade the library’s heating/cooling system so that all controls will be managed on the same control system
   c. Hazardous Mitigation Project (LiB016) → Work continues to be delayed as we approach the 6/15 deadline. Anderson met with Minot City Manager and the Project Architect on 5/14/14 to discuss the project.

E. **2016 Budget:** Work has begun on the upcoming fiscal year budget with the following timeline in mind:
   - June 1, 2015: Receive Budget Worksheet from City of Minot Finance Department
   - June 18, 2015: Library Board meeting – approve recommendation of budget
   - June 19, 2015: Budget Worksheet due to Finance Department/City Manager
   - August 3, 2015: Budgets are due to City Council
   - Between August 8th – October 1st: A Public Hearing will be held
   - October 5, 2015: Final hearing/approval of budget by City Council

F. **Library Marketing:** The MPL staff Marketing Committee has met to begin creating a firm marketing plan with emphasis on creating a social media plan and ensuring that the library is reaching as many potential users as possible. The committee will have recommendations for the Library Board’s Programs & Public Relations Committee meeting on 6/9/15.

G. **Magic City Hero Campaign:** Anderson continues to be involved in the planning for the “Magic City Hero” event on 7/11/15 with the Downtown Business Partner Association. Focus has shifted slightly from finding volunteers and service projects to emphasizing that everyone can be “strong” like a superhero. A family friendly event will take place on Saturday 7/11 with obstacle courses and other activities encouraging people to be strong. The library will help in promoting the event as well as have a designated section for the event on the 11th.

H. **Summer Reading Program:** MPL is ready to kick-off the annual Summer Reading Program with plenty of super hero themed events. This year, for the first time, the library will have an adult Summer Reading Program. Events kick off June 8th.
I. **Adult Programs this Summer:** On 6/15 @ 7:00 pm MPL will host author/baseball historian Phil Dixon who will speak about the 1924 Kansas City Monarchs baseball team. The following month, on 7/8 @ 5:30 the library will screen the documentary *The Overnighters* about life in Williston since the oil boom. This event will include a light dinner and Anderson will organize a panel discussion of local organizations helping transient workers. In addition, staff will be conducting technology training at the Parker Senior Center the first Tuesday of each month.

J. **Speaking Engagements:** Anderson spoke at the MACA annual member’s meeting about the library’s resources for grant seekers as well as the art display space available.

2. **Board Business**

   a. **Consider 2015 Technology Plan:** Anderson presented the 2016 Technology plan, including a long-range timeline for technology needs such as a 3D printer. Olson moved to approve the plan as presented and VanDelinder seconded.

   b. **Report on keeping Library open 7 days a week year-round:** Per Library Board member’s request at the April meeting, Anderson presented findings on the service hours of other library in the region, online survey results and MPL’s current Sunday activity (as compared to Fridays). Results included:

      i. 9 of 19 regional libraries are open on Sundays year-round
      ii. 2 of the 19 libraries are open for at least one month of the summer
      iii. 8 of the 19 libraries are closed on Sundays year-round
      iv. Online survey results indicated that 29.41% of participants would visit the Library if opened 12pm-5pm on Sundays (second lowest for this time frame, next to Fridays)

      v. Friday vs. Sunday circulation (by hour):
         1. Friday circulation = 38.5 items per hour
         2. Sunday circulation = 45.625 items per hour

      vi. Friday vs. Sunday Internet use (average # of sessions):
         1. Friday internet sessions = 8.69 sessions per hour
         2. Sunday internet sessions = 8.81 sessions per hour

      vii. Library Board recommendation is to continue research and specifically concentrate on what the community would want and what the scheduling/staffing impact would be. IF research determines that 7-day a week service hours is merited, MPL could try it for one year and determine if the extra summer hours are valuable. IF recommended, the number of Sundays in the 2017 Summer would be 13.

         1. Other suggestions included following the Minot Public Schools calendar to at least keep the library open on Sundays until MPS closed. Also: consider asking supervisory staff if they would prefer to work a full weekend rather than split.
c. **Report of the 5/13/15 Building & Grounds Committee meeting:** Information was presented from the Building & Grounds Committee meeting, including the need to have a full building analysis to determine future needs. Anderson will work to set up this inspection in June. No motions were required.

d. **Report of the 5/13/15 Budget & Finance Committee meeting:** The Budget & Finance Committee had no proposals as the budget information was not available at the 5/13 meeting. The committee will meet again on 6/11 to review the 2017 budget.

e. **Library Mission Statement, Vision Statement & Strategic Plan:** The Library Board would like to review and revise the Library’s mission statement and strategic plan and it is the consensus that this may require a separate meeting. Board members asked that Anderson send out the current statements and plan for members to review and this will be discussed at the June meeting with the possibility of setting a special meeting in July or August.

Meeting Adjourned at 5:10 PM.

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Lisa Olson, Secretary