Board Meeting Minutes

June 15, 2017

Board Members Present: Ackerman, Gessner, Kvigne, VanDelinder
Staff Present: Anderson, Julson, Monley, Nelson

President Susan Gessner called the meeting to order at 4:20 pm and the agenda was approved as written.

Ackerman moved to approve the minutes of the May 2017 meeting and Kvigne seconded. Motion carried.

VanDelinder moved to approve the minutes of the June 6th Special Library Board meeting and Ackerman seconded. Motion carried.

Anderson presented the June bills to-date (which do include some May bills received since the May Library Board meeting). Ackerman asked for details on the LIB022 payment to Main Electric and Anderson informed the Board that this was for the Server Migration project. Ackerman asked if the Board could be provided an update of budgets for any projects the Library currently has and Anderson said she would get that for the next meeting. Ackerman moved the approval of the June 2017 bills and Kvigne seconded. Motion carried.

Anderson presented the May 2017 Financial Report from the City of Minot which represents 42% of the year. Ackerman moved to approve the report and VanDelinder seconded the motion.

Personal Appearances: In addition to staff attending the meeting as members of the public, a Library patron attended the meeting and asked if it was possible for the Library to replace DVDs that were “stolen” sooner than 1 year. Gessner deferred to Anderson who replied that if an item was checked out to a person and considered “long overdue” it would not be withdrawn until it had been “long overdue” for 365 days. Therefore, items not returned are not replaced until it has been withdrawn and then only if the staff in charge of that collection determines it to be of value to the collection.

1. May Director’s Report: Anderson provided an activity report comparing May 2016 (and further back) to May 2017. Per the previous Library Board meeting, Anderson also explained that the increase of adult library cardholders compared to 2016 is an overall, year-to-date increase and therefore does not show only a monthly increase. Ackerman asked if Anderson could provide an annual comparison of library cards added at the next Library Board meeting. Gessner also asked if the programs/reference questions infographic could be more clearly labeled to describe what it is. Anderson said that she will clarify this for future reports.
A. Activities/Programs (May):
   a. 6 Story Hours - 87 attendees
   b. 6 CLC (Community Learning Center) Programs – 111 attendees
   c. 2 Tour – 70 attendees
   d. 3 “other” programs (Legos, Read Dog, Movies, etc.) - 198 attendees
   e. 1 TAG (Teen Advisory Group) Meeting – 16 attendees
   f. 6 School/Community Visits – 520 participants
   g. 2 Gaming Events – 22 attendees
   h. 1 Makerspace Event – 4 attendees
   i. 1 Manga Club – 10 attendees
   g. 1 Tech Tutor Session completed
   h. Color Me Happy Coloring Club – 15 attendees
   i. Books ’n Brew – 2 attendees
   j. 4 Job Hunting programs – 8 attendees
   k. 1 Tech. Ed Classes @ Parker – 3 participants

   TOTAL = 1,067

B. Building & Grounds Updates
   a. Server Migration (LIB022) → Contractor’s work is complete and the City IT department now needs to install switches and test migrating the servers.
   b. Exterior Renovation (LIB024) → Work has begun removing the stone from the wall. Stones are being re-used on the building’s grounds.

C. Build a Better World Community Fair: The “Build a Better World” Community Fair was held on Saturday, June 3rd at the Auditorium. Though more than 300 people attended the event, the turn-out was lower than anticipated. Most comments received from staff and other participants were positive, but at this time it’s not known if this event will be hosted again.

D. Staffing Updates: MPL Administrative Assistant, Stacey Gallup, provided her letter of resignation with her last day being June 30th. The Library has been given permission to fill this position and has posted the job internally and will share it publicly no later than June 12th.

E. Volunteer Appreciation: More than 50 volunteers have been invited to attend the volunteer appreciation dessert social on 6/15. As of 6/9 only 10 had responded that they would be able to attend. The event will be held at the Library and staff will be making desserts.

F. City Council Orientation: Anderson was asked to serve on a subcommittee for the City of Minot to help develop an orientation for the new City Council. The committee meets weekly until the orientation on 6/22/17. Anderson will also be presenting information to the new Council regarding the Library at this event.

G. Resource Connection: Anderson, Gessner, Information Specialist Debbie Chappo and a member of the public have been working to develop a booklet which provides information to people in need. This booklet will assist people in finding out where services are available. Anderson presented information at the Magic 60 on 5/25 requesting financial support to help fund the printing of these booklets. This project was not selected as one of the winners of the Magic 60, but work will continue on this project and locating funds following the 2018 budget deadline.

H. Director’s Activities: Anderson attended 3 MPL staff meetings, including an All-Staff meeting on 5/31, and 6 City meetings in May. Anderson presented at the MPL Job Hunting series on 5/9 and hosted the event on 5/11. Library staff attended Drug Free Work Force training on 5/17. Anderson spent much of May organizing and promoting the Build a Better World Community Fair, including writing an article for the newspaper and performing radio interviews. On May 31st, Anderson organized the final NDALA Legislative Committee meeting and began wrapping up committee meetings for this session.
2. Board Business

a. **Library Employee Benefits:** Anderson presented information regarding staff input as well as answers to questions from the special Board meeting. Based on an informal poll of staff at the monthly leadership team meeting, 14 out of 14 full-time employees were primarily opposed to changing plans due to the lack of vacation and sick leave for part-time staff. Part-time staff indicated that they would see this as a kind of demotion and would be less likely to stay at MPL. Anderson informed the Board that according to City Finance it would be highly unlikely that salary increases to adjust for health insurance premiums would be able to continue past 2018. Ackerman said that he spoke with the City Manager and City Finance Director who essentially told him that having the Library on a different plan from the City is not currently a problem. Ackerman noted that while it does seem unusual to have a City Department on a different plan from other departments, he does not see the need for change. All Board members present agreed that no change should be made, although Ackerman said this is something that will likely need to be changed in the future. No vote was necessary.

b. **2018 Library Salary Plan:** Anderson supplied the Board with 2 potential salary scenarios; the first included a maximum of a 3% merit increase while the second included no merit increase. Anderson informed the Board that the proposed 2018 salary plan created by the City of Minot Human Resources Department is a 3.67% increase. Board members discussed the 2 scenarios presented and while they felt that a 3% increase would be less likely to be approved by City Council, they did not want to eliminate the annual merit increase. Ackerman suggested that a lower increase be proposed and staff member Nelson said that in the past this had been done during tough budget years. Ackerman proposed a maximum merit increase of 1.8% (half of what the City was proposing) and VanDelinder seconded. The motion was carried by the following roll call vote: ayes: Ackerman, Gessner, Kvigne, VanDelinder.

c. **2018 Building and Grounds Projects:** Anderson shared that she had met with Doug Larson of JLG to present information about the Lobby/Entry remodel which the Library was considering applying for Community Facilities funds to complete. Doug was prepared to offer details for all potential work in a menu-type package with costs for each element. Anderson also told the Board that there may be several City Departments applying for the Community Facilities money and that the City Manager is considering “packaging” all projects together in one application. Ackerman said that from his conversations with City officials and Alderman as well as others in the community he believes that there will be several applicants for this money and that projects which could be funded through the City budget may be less likely to be approved and hurt chances of future applications for this money. He also informed the Board that he has heard that the City is looking at a decrease of at least 10% to projected revenue. Therefore, he recommended that the Library not apply for Community Facilities this year and that all Building & Grounds projects, except the building sealants, be removed from the 2018 budget. There were no objections to this recommendation.

d. **2018 Library Budget:** Based on the understanding that the City and City Council would be looking for Departments to decrease spending by 10%, the Library Board worked to make reductions to the proposed 2018 budget. $133,500 was removed from Building & Grounds (04-33), $7,000 from Operational Supplies (06-50), $2,122 from Equipment Repair (04-40) and $4,795 from salaries (01-10). Gessner and Kvigne recommended that the proposed Books & Materials budget be kept the same. Following discussion, Ackerman moved that the Library Director submit a budget totaling $1,551,389 to the City of Minot Finance Department for approval by City.
Council, VanDelinder seconded. The motion was carried by the following roll call vote: ayes: Ackerman, Gessner, Kvigne, VanDelinder

e. **2017-2018 Library Board Election:** Anderson informed the Board that VanDelinder had been re-appointed to the Library Board at the last City Council meeting. Since Gessner will be leaving the Board there is still the need to fill this spot. Christine Kramer and Kathy Hintz were both mentioned as possible replacements. Anderson will contact both and hopes to present a name to the Mayor for the 7/10 City Council meeting. Olson was nominated to continue serving as secretary for the Library Board and Ackerman nominated VanDelinder as president and Kvigne as vice president, VanDelinder seconded. The motion was carried by the following roll call vote: ayes: Ackerman, Gessner, Kvigne, VanDelinder. Board members thanked Gessner for her service to the Library Board and for her dedication and hard work.

Meeting Adjourned at 6:30 PM.

[Signature]

Janet Anderson, Acting Secretary