Board Meeting Minutes

Board Members Present: Kramer, Kvigne, Pitner and VanDelinder
Staff Present: Anderson

The meeting was called to order at 4:16 pm. The agenda was approved without any changes.

Kvigne moved to approve the minutes of the October 17, 2019 board meeting and Pitner seconded. Motion carried.

Anderson presented the November 2019 bills to-date. Pitner moved to approve the bills and Kramer seconded, motion carried.

Anderson presented the detailed budget report for expenditures through October 2019 as compiled by the City’s Finance Department.

There were no personal appearances.

1. **November Director’s Report:** Anderson provided an activity report comparing October 2018 (and further back) to October 2019.

A. **Activities/Programs (October):**
   a. 19 Story Times – 544 attendees
   b. 6 CLC programs – 155 attendees
   c. 1 Head Start Visit – 33 participants
   d. 4 ASK (After School Kids) programs – 63 attendees
   e. 1 Puppet Show – 47 attendees
   f. 5 “other” events (including outreach, Trick or Treat, Lego, etc.) – 351 attendees
   g. 1 TAG (Teen Advisory Group) Meeting – 20 attendees
   h. 1 Teen movie – 45 attendees
   i. 4 Teen Craft and/or Board Game Events – 58 attendees
   j. 2 Teen Gaming Events – 25 attendees
   k. 2 Makerspace programs – 18 attendees
   l. 1 Manga Maniacs & a Show – 9 attendees
   m. Exotic Pet Parade – 20 attendees
   n. Arts in the Library – 35 attendees
   o. Books ‘N Brews – 8 participants
   p. Tech. Ed. at the Parker – 3 attendees
   q. Tech. Ed. at Edgewood – 3 attendees
   r. Color Me Happy Adult Coloring Club – 8 attendees
   s. Publish or Perish Writing Group – 5 participants
   t. MPL Game Night – 13 attendees
u. Cinema Series – 5 attendees
v. That’s Craftastic Craft Class – 15 attendees
w. Haunted Library – 250 participants
x. Volunteer Training – 1 participants
y. 3 Tech Tutor Sessions completed

TOTAL = 1,737

Outreach events (not included in above) =
- Veteran’s Stand Down (192 attendees)
- Washington Elementary School Fun Night (80 attendees)

B. Building & Grounds Updates
a. Carpet → $60,000 is budgeted to replace carpeting on most of the 2nd floor this year. Sealed bids were opened on 10/28/19 with only one received. The bid received was from iKeating in the amount of $50,530 and included “after hours” work. The bid was approved by City Council on 11/4/19.

Anderson and Scott Timothy have met with iKeating to select the style and color of carpet tiles as well as broadloom carpet for accent areas that won’t be covered by tile, vinyl nosing and flooring for the main staircase. Anderson has told iKeating that the work either needs to be completed prior to 12/18/19 or wait until January. Anderson and the City Manager have discussed options for closing the Library during this time and agree that for the safety and convenience of staff and patrons the Library should plan to close for at least part of this time. Even if closed, staff will need to be in the building to clear and move books, furniture, shelves, etc. so staff time will still need to be paid.

Finally, since the bid received was less than what has been budgeted and there may be some cost-savings due to use of broadloom in some areas and work being completed during business hours, Anderson has asked iKeating to provide an estimate to carpet the entire 2nd floor (the current plan doesn’t include the stacks below the west mezzanine).

- The estimate to do the remaining section was more than $20,000 so Anderson doesn’t believe they will be able to do the west section.
- Pitner suggested that Anderson contact iKeating to see if just the carpet for the remainder of the 2nd floor could be ordered and paid for from what’s still available and then installed at a later date when the budget was available. Anderson said she would look into that.

C. Holiday Open House: The Minot Public Library’s annual Holiday Open House will be held on Wednesday, December 18th from 3:30 pm – 5:30 pm. Live music will be provided by the Minot High School orchestra and cookies, coffee and cider will be provided. Refreshments and music are paid for by the Friends of the Library. This event is open to the public and free to attend.

D. Friends of the Library: A surprise “pop up” book sale was held on 10/29/19 and again made a little over $600. The book sale room was opened and people were invited to “take what you want, pay what you can” with the hope of clearing out more books before boxing them for recycling. Two more of these pop up sales will be held before the end of the year to help clear out donations prior to the spring sale. The Friends of the Library annual meeting was held on 11/13/19. Over the past year, the Friends’ income continues to increase (book sale revenue has increased more than $7,000 since moving to a donation based system) and the membership was informed that the Friends of the Library will no longer participate in the Great Tomato Festival. Finally, the Friends members voted to approve $16,285.40 in funding requests for the Library, including a second 3D printer and new software for the Summer Reading Program which will allow readers to track their time/pages online and on an app.

E. End of Year Spending: As the end of the year approaches, Anderson will be tracking the remaining budget in order to determine whether or not purchases that have been delayed can be ordered yet this year. Items being considered for purchase include office chairs, patron chairs, new desks/tables for
the Makerspace, items for the Children’s play area, diaper changing stations and lightbulbs. If money is available in the account, Anderson will also purchase more digital titles for the OverDrive collection.

F. **Safety Audit:** On 11/13/19, Doug McHenry with Workforce Safety conducted safety training at the Library as well as the annual safety audit. Currently, the Library participates in several options such as the Safe-Lift program which allow for greater discounts on Worker’s Compensation Insurance. The Library successfully completed this audit and will maintain these discounts for 2020.

G. **Mountain Plains Library Association:** Paulette Nelson and Randi Monley attended the annual MPLA conference in Albuquerque, NM the last week of October. Nelson is ending her term as the North Dakota Library Association’s representative to MPLA and Monley will now fill this position.

H. **State of the City:** Anderson will again be participating in the City of Minot’s State of the City planning committee. The Committee met for the first time on 11/13/19 to begin preliminary planning for the event which will be held 2/6/20.

I. **Community Engagement:** The City of Minot has been working on a Community Engagement Strategy for Department Heads and senior staff. Anderson has served on this committee which just completed their final draft of the strategy. Department Heads will now review and comment on the document and then it will be submitted to City Council.

J. **Annual Performance Reviews:** Library supervisor staff are preparing for the annual performance reviews of all 23 staff members. Once the supervisors have completed the forms, they will be submitted to Anderson for merit increase calculations and then Anderson will meet with each employee, including completing the reviews for supervisors. In addition, the performance review will be revised for 2020 and a small committee has been meeting to discuss the revisions.

K. **Minot Complete Count Committee:** Anderson is representing the Library on the Minot Complete Count Committee which is working to help ensure the people of Minot are aware of the importance of the 2020 Census. 2020 is the first year that the Census can be completed online and the Library will host a permanent kiosk for people to participate. The Library will also be an information center and help to distribute information about the Census.
   - VanDelinder recommended that the Complete Count Committee speak at area service clubs to discuss the importance of the 2020 census.

L. **Director’s Activities:** Anderson assisted with each night of theHaunted Library event along with Technical Services Librarian Mary Wheeler and Library Associate Marci Julson who put together the very successful event. Volunteers and other staff also assisted in this program and Anderson and Wheeler led the Trick or Treat at the Library for children on Halloween. Anderson assisted with the training of the two new Library Assistants and also attended the Washington Elementary School Fun Night along with Paulette Nelson. Anderson met with a local community member about the possibility of a mural on the Library and also led the Library’s Smart Start story time on 10/29/19. Anderson attended City Council on 11/4/19 and met with the City Manager on 11/5/19. Anderson and Administrative Assistant Holly Hensley prepared information for the Friends of the Library’s annual meeting and Anderson led the monthly leadership team meeting for the Library. Anderson and Information Specialist, Debbie Chappo have begun to review the Resource Connection booklet which has been on hold since 2017. They hope to have it available online in the upcoming months. Anderson, Hensley and Julson have also been working to update the Library’s postage system as the Library transitions from Neopost to Pitney Bowes. Anderson created a Facebook and Instagram contest; the Facebook contest ended on 11/8/19 and had a reach of almost 40,000 and added more than 500 new likes to the Facebook page. Finally, Anderson continued to update online promotions for the Library and hosted the second Arts in the Library series on 11/3/19.

2. **Board Business**
   a. **Fine-Free Update:** Anderson provided an update on the status of overdue accounts, library cardholders and other statistics impacted since minors, educator and City employees were made to be fine-free. Anderson noted that the number of letters sent out for children with long overdue
(LOD) accounts decreased which had been an area of concern, otherwise no drastic changes were noted. Pitner asked if parent letters were sent to each household or for each child and Anderson said she would double-check. Anderson also asked if there was other information the Board wished to see or if they would like to have different comparisons. There was no specific request made, but Anderson will explore other ways to relay the information.

b. **Key Performance Indicators:** Anderson presented the updated KPI document for the Board to review. Pitner had to leave, but said he would e-mail any recommendations if he has any. The Board had no further comments.

c. **Staffing Updates:** Anderson read a letter from Children’s Librarian Paulette Nelson sharing her plan to retire effective May 2020. Anderson said that the Library’s next step will be to post the job internally and interview any potential internal candidates.

d. **Library Director Performance Review:** Anderson thanked the Board for completing the performance review which was submitted to the City manager. Anderson shared that staff have been asked to complete an evaluation as well and that will be shared with the Library Board once it’s compiled.

e. **Other:** None

Meeting Adjourned at 5:00 PM.

Paul Pitner, Secretary