Board Meeting Minutes

Board Members Present: Gessner, Olson, VanDelinder

Staff Present: Anderson

President Susan Gessner called the meeting to order at 4:19 PM.

The agenda was approved as presented.

VanDelinder moved and Olson seconded the motion to approve the minutes of the September 14, 2015 meeting. Motion carried.

Olson moved and VanDelinder seconded the motion to approve the October 2015 budget expenditures of $127,094.00, memorial expenditures of $1,543.77 and makerspace grant expenditures of $1,480.03. Motion carried.

Approval of the Library’s Financial Report was moved by Johnson and seconded by VanDelinder with all attending voting in favor.

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

   A. Activities/Programs (September):
      a. 9 Story Hours – 191 attendees
      b. 5 CLC (Community Learning Center) Programs – 137 attendees
      c. 10 “other” programs (LEGO Club, Read Dog, Book Buddies, Lego Robotics meeting) – 191 attendees
      d. 1 Teen Movie – 21 attendees
      e. 2 Gaming Events – 13 attendees
      f. 4 Makerspace program – 21 attendees
      g. 1 “Other” Teen Programs (crafts, trivia, etc.) - 11 attendees
      h. 10 Tech Tutor Sessions completed
      i. Patriot Day Event – 63 attendees

      TOTAL = 658

   B. Building & Grounds Updates
      a. Boiler & Humidification Replacement (LiB013) → 98% complete. Upon substantial completion, contractors discovered that the bladder of the primary expansion tank had a leak causing the tank itself to fill with water. The project can’t be completed until the system is tested and the Library has been advised that the system can’t run until the expansion tank is replaced. Since the bladder...
cannot be replaced on its own a new expansion tank was ordered on 10/7/15 and will be installed the week of 10/12/15.

b. HVAC Electronic Controls Upgrade (LiB014) → 95% complete. One air handler on the west side of the building still needs to be upgraded, but ProControls is waiting for cooler temperatures since they will need to disable the air conditioner to install. However, a complete test of the system cannot be completed until the expansion tank is installed.

c. Hazardous Mitigation Project (LiB016) → 95% complete. No new work has been done and the only remaining item on the punch list is the installation of the correct (ADA compliant) manhole cover which was back ordered and should be delivered and installed the week of 10/12/15. A final walk-thru will be completed at this time.

d. Building Assessment → Final assessment was received and will be provided to the Library Board.

C. 2016 Budget: The Library’s 2016 budget was approved by City Council.

D. Staffing: Library staffing continues to be a challenge as another Library Page has left MPL. A tentative arrangement with Experience Works to have someone fill in this position did not work out and so the Library is again hiring another Library Page. In an effort to help this situation, we did promote Michelle Holman to a Library Assistant I position which is a new job description combining the duties of a Library Assistant and a Library Page. The current Library Assistant job title will be changed to a Library Assistant II. Anderson is working closely with the Adult Services Librarian to monitor staffing and look for ways to remedy any shortages.

E. Director’s Activities: Anderson attended the annual NDLA conference serving on two panels and presenting a program on Library Advocacy and Funding. Anderson will serve as the 2016 NDLA New Members Roundtable chairperson. Also attended MPLA in Cheyenne, WY and served as an emcee for the Author’s Stage at the Hostfest. Anderson presented information about Library services to the Minot Exchange Club.

F. Friends of the Library: The Friends of the Minot Public Library held a one-day book sale at the end of September and made approximately $620. The Friends group will host their annual fall book sale 10/21-10/24 including a silent auction. The Executive Board is currently looking for a new member and will be nominating a secretary to fill a recent opening; the Board will meet on 10/20 to discuss these openings and prepare for the upcoming annual meeting in November. Anderson and other MPL staff have been busy sorting through an influx of donations in preparation for the upcoming book sale and will also be preparing a mailing for a membership drive.

2. Board Business

a. Library Server Migration: Anderson presented a Budget Amendment that will be sent to the City’s Finance Committee on 10/27/15 requesting that $2,447.76 be moved from the Library’s Capital Purchase fund to Operational Supplies in order to purchase 192GB of RAM. This purchase will be the only expenditure in the
Library’s migration to have the servers hosted by the City of Minot. No motion was necessary for this item.

b. **Memorial Fund Transfer**: Anderson asked the Board to consider what would be the best option for the Library’s current Memorial Fund since the money cannot be encumbered into future years. The Library has the option to give any excess money to the Friends of the Library or spend the money. VanDelinder also discussed the idea of putting this money into an endowment such as the St. Joe’s Community Health Foundation. In this case, the money would earn interest, but the Library may only have access to the interest. VanDelinder arranged to have Shelly Weppler with the St. Joe’s Foundation attend the November Board meeting to provide more information.

c. **Approve New Library Mission Statement**: The Board discussed the approval of the Library’s new Mission Statement as being “The Minot Public Library connects, enriches and inspires”. It was decided to wait until the November meeting to vote on this.

d. **Approve New Library Vision Statement**: Board members discussed two potential vision statements and came to the conclusion that the preferred statement was as follows: “The Minot Public Library will be the center of information and exploration for the community. The Library will be a leader in both traditional and state-of-the-art library services, be responsive to the diverse interests and needs of residents of all ages, and create productive partnerships within the Minot community and the region”. The Board will vote on this Vision Statement at the November meeting.

e. **Consider Library Goals**: Anderson distributed the Library’s current goals along with 2 additions Gessner had suggested. It was determined that these goals will be discussed in more detail at future meetings.

f. **New Patron Registration Forms**: Anderson distributed a draft of the revised registration form that all new patrons are required to complete. She noted that the biggest changes were that we would now be asking for a date of birth, would require a parent/guardian signature for anyone under the age of 18 and would include a statement about patron information remaining on file with the Library. Johnson moved to approve these changes and Olson seconded. Motion passed.

g. **Policy Change – Damaged Materials**: As discussed at the September meeting, Anderson brought examples of different types of damage caused by the removal of Library labels/coverings. Based on the variety of damage caused it was suggested that a “sliding scale” of fines may be most applicable and Anderson will try to work with staff to develop a fine structure to present to the board in the near future.

Meeting Adjourned at 5:29 PM.

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Lisa Olson, Secretary