Board Meeting Minutes

October 18, 2018

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

The meeting was called to order at 4:15 pm. Anderson asked that “Vacation/Benefits” policy be added to the agenda as item 8 c. Kramer moved to approve the agenda with the addition, Kvigne seconded and the motion carried.

Kvigne moved to approve the minutes of the September board meeting and Kramer seconded. Motion carried.

Anderson presented the October 2018 bills. Kramer asked for clarification on payments to Baker & Taylor and the Reimbursement to the General Fund. Kramer moved to approve the bills and Kvigne seconded, motion carried.

Anderson also presented the detailed budget report for expenditures through September 2018 as compiled by the City’s Finance Department. The report shows that the Library has expended 64% of its annual budget and that 75% of the year has passed. Kvigne moved approval of the Financial Report and Kramer seconded.

There were no personal appearances.

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

A. Activities/Programs (September):
   a. 12 Story Times – 393 attendees
   b. 6 CLC Programs – 128 attendees
   c. 2 Head Start Visits – 236 participants
   d. 3 “other” events (READ dog, Lego Club) – 69 attendees
   e. 1 TAG (Teen Advisory Group) meeting – 3 participants
   f. 1 Teen Movie – 10 attendees
   g. 3 Community Visit – 44 (teen) + 30 (children’s)
   h. 1 Teen Craft Event – 9 attendees
   i. 2 Teen Gaming Events – 26 attendees
   j. 1 Makerspace Program – 21 attendees
   k. 1 Anime Afternoon – 13 attendees
   l. 1 Manga Club – 9 attendees
   m. Exotic Pet Parade – 31 attendees
   n. Tech. Ed at the Parker – 3 attendees
   o. Books ’N Brew – 9 attendees
   p. Publish or Perish Writing Group – 11 participants
   q. Tech. Ed at Edgewood – 2 attendees
r. Poetry Aloud Program – 6 attendees  
s. Tech Talks: Internet Safety – 2 participants  
t. MPL Game Night – 7 attendees  
u. 6 Tech Tutor Sessions completed  
v. Color Me Happy Coloring Club – 7 attendees  

TOTAL = 1,075

Reference Questions
- Community: 238  
- Reference (children): 482  
- Reference (adult): 581

A. **Building & Grounds Updates**  
a. Digital Sign: Work on the foundation of the sign has begun and the sign itself has been ordered.

B. **NDLA Annual Conference:** Anderson and many other staff members participated in the annual NDLA Conference held in Minot 10/3 – 10/5 at the Clarion. Anderson chaired the local arrangements committee which hosted the opening reception on Wednesday the 3rd at the Carnegie Center. Food and drinks were brought by local librarians as well as the Friends of the Minot Public Library. The opening event was well-attended with more than 60 people stopping by to enjoy the food, live music by Minot Symphony Orchestra musicians and meet some local authors. Six MPL employees presented sessions at the conference and many more attended sessions and keynote speaker presentations. The conference will be held in West Fargo next year and will be in Minot again in 2022.

C. **Meeting Room Revenue:** As requested at the September Library Board Meeting, Anderson worked with Debbie Chappo who arranges meeting room reservations and Administrative Assistant Holly Hensley to determine the amount of revenue brought in by meeting room use. From January 1, 2018 to September 30, 2018 meeting room reservations have brought in $580.00 to the Minot Public Library.

D. **Staffing:** Anderson continues to meet with the new Adult Services Librarian Jessica Mason and provide ongoing training. Mason hired a new part-time Library Assistant, Zhainia Moya, who began work in late September. Anderson has been assisting with this training when needed as well. MPL is now fully staffed for the first time in more than a year.

E. **Friends of the Library:** The Friends of the Library fall sale will be 10/25 – 10/27 with a members only pre-sale on 10/24 and they will continue the free-will offering format rather than pricing items. The Board also set their annual meeting date for Friday, 11/9 at Badlands where they will vote to fill four positions (three members will be running for re-election) and to approve a mission statement for the Friends of the Minot Public Library.

F. **Poetry Contest:** Anderson met with members of Full STEAM Ahead and Val from Main Street Books to discuss collaborating for a youth poetry contest. In the past, both MPL and Main Street Books held separate poetry contests in April with participation decreasing each year. Full STEAM Ahead is planning to offer a Poetry Writing Workshop and would like MPL and Main Street Books to combine the poetry contests into one which Val and Anderson both agreed they would be happy to do.

G. **WWI History Presentation:** With the 100th anniversary of Armistice Day on November 11th, the ND WWI Centennial Committee is hosting community events throughout the state in October including one at the Minot Public Library on Wednesday, October 17th. Anderson, Chappo and Mason worked to finalize this event and Anderson promoted it on KCJB while Mason created online promotions and posters.

H. **State of the City:** Anderson has been asked again to serve on the planning committee for the State of the City event. The committee meets for the first time 10/17/18 and it is likely that Anderson will again lead the Mayor’s Writing Challenge.
I. **Director’s Activities:** Anderson participated in MPL Collection Account training, Marketing training, City of Minot Civilized Workplace training and attended many training sessions at the NDLA Conference (including topics such as: advocacy, funding, food programs and financial programs). Anderson and Technical Services Librarian Mary Wheeler also presented on “Unique Collections” at the conference. Anderson attended the September Committee of the Whole meetings, budget meetings and the October City Council meeting as well as City Department Head and City Manager meetings. Anderson has also been meeting one-on-one with many of the MPL staff and will continue to do so until annual reviews are completed in December. Anderson worked with the Ward County Public Library Director on a more detailed budget analysis and met with Ryan Ackerman 9/26/18 to discuss this and a space analysis as Ackerman is not able to attend the next merger committee meeting. Anderson continues to work on some library promotions including articles for the *Minot Daily News* and online promotions.

1. **Board Business**
   
   a. **Report of the Library Merger Committee:** Anderson reported that the Library Merger Committee had met on 9/15/18 and that she and the WCPL Director shared the total estimated costs of merged libraries as well as a memo from Ryan Ackerman related to the space analysis. The committee will meet again on November 29th.

   b. **2019 Salary Discrepancy:** Anderson shared that the changes made to the City of Minot’s Health Insurance coverage for employees did include Library employees. Per discussions with the Finance Department and City Manager, a budget amendment will be presented at the November Committee of the Whole for the December City Council requesting that funds be used from the Library’s Cash Reserves to make up the difference. Anderson will present the memo at the November Library Board meeting.

   c. **Vacation/Benefits Policy:** Anderson presented proposed changes to the Minot Public Library’s Human Resources Policy based on changes the City of Minot has made to the vacation and benefits plan. Kramer moved to approve all suggested changes including the change to vacation earned, vacation carryover, health insurance coverage and adding an additional 8 hours (or pro-rated) of floating holiday in lieu of being closed on Martin Luther King Jr. Day. Kvigne seconded and the motion was carried by the following roll call vote: ayes: Kramer, Kvigne, VanDelinder.

Meeting Adjourned at 4:45 PM.

[Signature]

Janet Anderson, Acting Secretary