Board Meeting Minutes

December 20, 2019

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

The meeting was called to order at 4:18 pm. The agenda was approved without any changes.

Pitner moved to approve the minutes of the November 2019 board meeting and Kramer seconded. Motion carried.

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

Anderson presented the detailed budget report for expenditures through November 2019 as compiled by the City’s Finance Department. Pitner moved to accept and file the report, Ulrickson seconded.

There were no personal appearances.


   A. Activities/Programs (November):
      a. 20 Story Times – 544 attendees
      b. 4 CLC programs – 71 attendees
      c. 2 Head Start Visits – 232 participants
      d. 3 ASK (After School Kids) programs – 36 attendees
      e. 6 “other” events (including movies, Lego, READ dog, etc.) – 90 attendees
      f. 1 TAG (Teen Advisory Group) Meeting – 18 attendees
      g. 1 Teen movie – 13 attendees
      h. 2 Teen visits & tours – 9 participants
      i. 1 Teen Craft and/or Board Game Event – 18 attendees
      j. 2 Teen Gaming Events – 33 attendees
      k. 1 Makerspace program – 19 attendees
      l. 1 Manga Maniacs & a Show – 8 attendees
      m. 2 “other” Teen events (Escape Room & Life-Sized Game) – 104 attendees
      n. Arts in the Library – 75 attendees
Books ‘N Brews – 9 participants
Tech. Ed. at the Parker – 4 attendees
Tech. Ed. at Edgewood – 2 attendees
Color Me Happy Adult Coloring Club – 10 attendees
Publish or Perish Writing Group – 8 participants
MPL Game Night – 12 attendees
Cinema Series – 11 attendees
That’s Craftastic Craft Class – 24 attendees
Volunteer Training – 3 participants
10 Tech Tutor Sessions completed

Outreach events (not included in above) =
* Independent Living Fair (140 attendees)

B. End of Year Spending: The City Finance Department has asked that all departments wrap up spending by 12/20/19. Anderson has been tracking the remaining budget for all areas in order to determine whether or not purchases that have been delayed can be ordered yet this year.

C. State of the City: Anderson again met with the committee planning the 2020 City of Minot’s State of the City. The committee is still in the preliminary planning stages for the event which will be held 2/6/20.

D. Annual Performance Reviews: Library supervisory staff continue to work on the annual performance reviews of all 23 staff members. Anderson has been working to help supervisors complete these, make updates for 2020 and complete the reviews for supervisors. In addition, a supervisor evaluation was distributed to all staff members so they could review their supervisors.

E. Director’s Activities: Anderson assisted with the November “pop-up” sale for the Friends of the Library and also assisted Randi Monley as she hosted Coffee with the President for the Chamber of Commerce. On 11/21, she presented a webinar on the MPL Tool Library for librarians throughout the region via the ND State Library. On 12/1, Anderson co-hosted Arts in the Library featuring Cool Beans. Anderson attended training on emotional intelligence, creative community connections and leadership blind spots. The City Manager and Anderson met on 12/6 to go over her performance evaluation and the library had a staff Christmas party on 12/6. Anderson met with State Librarian Mary Soucie to discuss plans for the North Dakota Library Association’s Legislative Committee and presented information to the NDLA Executive Board on 12/10/19. Anderson continues to work on updating the Library’s website and social media to promote upcoming events and has met with staff who are in charge of purchasing items for the Library’s circulating collection to discuss plans for 2020.

2. Board Business

a. Carpentry Project: Anderson updated the Board that carpeting has been delayed until January. The installers from iKeating and Library staff would like to begin over the Martin Luther King Jr. weekend (1/20/20). Anderson asked that the Board consider allowing the Library to be closed 1/19-1/21 or 1/20-1/22. Pitner asked if the installers would be able to begin work on the weekend and suggested Anderson find out what the additional cost would be if they were available.
Pitner said that if the price were reasonable, he would support closing 1/18-1/21. The other Board members agreed and determined that if this was not possible that the Library should close 1/19-1/21.

b. **2019 Achievements/Goals**: Anderson provided the updates for the year’s goals and also the top achievements for the Library in 2019. These achievements have been submitted to the City’s PIO and may be included in the City’s annual report.

c. **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 increased dramatically which has been an area of concern. Otherwise, no drastic changes were noted. Anderson did present the information in a slightly different format so that Board members could see a comparison since the fine-free status went into effect. Ulrickson shared that she’d recently been in touch with the MPL staff member who handles overdue accounts and she appreciated the employee’s help. She also suggested that the Library look into texting due date reminders rather than sending to e-mail addresses.

d. **2020 Goals**: Anderson asked the Library Board to consider what goals should be set for the Library and for the Library Director in 2020. She shared that she plans to spend more time and effort on strategic planning in 2020. Ulrickson said that she’d be interested in helping with this and provided some information on what to consider when strategic planning.

e. **Other**: Ulrickson suggested that the Library contact MSU to see if there are any courses/professors that could assign students to help with various projects. She recommended marketing classes/faculty to help with promoting the Library and sociology courses to help with creating and circulating surveys for users and non-users of MPL. Kvigne and Kramer said they would not be able to attend the January Board meeting.

Meeting Adjourned at 5:15 PM.

Paul Pitner, Secretary