Board Meeting Minutes       June 18, 2015

Board Members Present: Gessner, Johnson, Olson

Staff Present: Anderson

President Susan Gessner called the meeting to order at 4:15 PM.

The agenda was approved as presented. Moved by Olson, seconded by Johnson.

Johnson moved and Olson seconded the motion to approve the minutes of the May 20, 2015 meeting. Motion carried.

Olson moved and Johnson seconded the motion to approve the June 2015 budget expenditures of $98,588.04, June memorial expenditures of $799.96 and Makerspace expenditures of $560.25. Motion carried.

The Library’s Financial Report was reviewed and Johnson moved to approve, seconded by Olson.

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

   A. Activities/Programs
      a. 6 Story Hours – 97 attendees
      b. 4 CLC (Community Learning Center) Programs – 121 attendees
      c. 1 “other” programs (LEGO Club) – 51 attendees
      d. 1 Teen Movie – 18 attendees
      e. 2 Gaming Events – 11 attendees
      f. 1 Makerspace program – 9 attendees
      g. 3 “Other” Teen Programs (craft) - 10 attendees
      h. 10 Tech Tutor Sessions completed
      i. Geek The Library Gardening Event – 39 attendees

   B. Building & Grounds Updates
      a. Boiler & Humidification Replacement (LiB013) → Work is mostly complete, but has been on hold as the contractors wait for some parts. Both boilers and the humidifier purchased, pipes removed and installation taking place.
      b. HVAC Electronic Controls Upgrade (LiB014) → Wiring is mostly complete and controls are starting to be installed and tested for the completion of the project to upgrade the library’s heating/cooling system.
      c. Hazardous Mitigation Project (LiB016) → Work is approximately 80% complete with concrete poured and work on the wall begun. The major remaining work will be landscaping.
C. **2016 Budget:** Work has begun on the upcoming fiscal year budget with some delays, but the following deadlines remain:
   - June 22, 2015: Budget Worksheet due to Finance Department/City Manager
   - June 25, 2015: Library Director meets with City Manager & Finance Director
   - August 3, 2015: Budgets are due to City Council
   - Between August 8th – October 1st: A Public Hearing will be held
   - October 5, 2015: Final hearing/approval of budget by City Council

D. **Great Tomato Festival:** Much work has already begun for the 27th Annual Great Tomato Festival on 8/12/15. Posters are available to pick up for anyone wanting to post them somewhere, tickets are also available. The committee will be looking for volunteers to help with food preparation and set-up on 8/11/15 and is also looking for items for the Silent Auction.

E. **Library Telephone Upgrade:** On April 10, 2015 the Minot Public Library was without electricity for approximately ten hours while a generator was installed. Unfortunately, due to this power outage the server which hosts the Library’s voicemail system crashed and is not able to be repaired. The Library has been without voicemail since. To update the system, the Library is requesting $9,667.94 from the Sales Tax Capital Improvements fund.

F. **Hazardous Mitigation Project Funds:** Following the original request for funding approval for the Hazardous Mitigation Project, additional funds were requested and approved in June 2014. However, the additional funds for the City of Minot’s 15% match had not yet been included in the Library’s budget. Therefore, the Library is requesting $3,711 in matching funds from the Sales Tax Capital Improvements fund.

G. **Friends of the Library:** The Friends of the Library will be holding a One-Day Book Sale on 6/25/15 from 9am-9pm with a bag sale from 7pm-9pm. The 3-day spring sale raised more than $3,000. The Friends of the Library Board also met and approved funding a cutting machine for the children’s library and supplies and prizes for the Teen Summer Reading Program and they will begin revising the bylaws for the group. In addition, the Friends of the Library Board agreed to increase the membership fees from $5 to $10 and no longer charge for the Members-Only pre-sale.

H. **Summer Reading Program:** MPL kicked off the annual Summer Reading Program on June 8th and already has over 500 people of all ages registered.

I. **Adult Programs this Summer:** On 7/8 @ 5:30 the library will screen the documentary *The Overnighters* about life in Williston since the oil boom. This event will include a light dinner and Anderson will organize a panel discussion of local organizations helping transient workers. In addition, staff has begun conducting technology training at the Parker Senior Center the first Tuesday of each month.

J. **Speaking Engagements:** Anderson spoke on KFYR radio show and KXMC Noon Show to promote the 6/15 Kansas City Monarchs program

K. **Misc.** Anderson will be out of the office 6/22-6/24
2. Board Business

a. **Review 2015 Salary Survey**: Anderson presented the findings from the 2015 Salary Survey along with recommendations for 2016 staff salaries. Discussion on the ability to maintain the current merit-increase plan occurred and though the overall 2016 salary increase was 3.07% it was agreed that a maximum 6% merit increase may not be sustainable. The proposed salary budget was approved, moved by Johnson and seconded by Olson. Motion passed.

b. **Review 2016 Budget for Recommendation to the City Council**: Anderson presented the complete 2016 budget as approved by the Library Board’s Budget & Finance Committee. The budget was approved with the amendment of a typo as moved by Johnson and seconded by Olson. Motion passed.

c. **Update on Library’s Building & Grounds needs**: Anderson discussed the building assessment that is to take place with building architects and engineers. No date has been set for this inspection so no motion was necessary.

d. **Library Mission Statement, Vision Statement & Strategic Plan**: The Library Board decided to dedicate the July, 2015 meeting to reviewing the mission, vision and strategic plan.

e. **Set future committee meetings**: No committee meetings were set.

3. Other

a. Anderson presented a letter from a staff member to the Library Board regarding the discussions that have centered on the possibility of keeping the library open on Sundays throughout the summer. The Library Board shared their appreciation that the staff member ran this by the Library Director before bringing it to them and said that they were always happy to hear from staff and the public. President Gessner said that ultimately all parties are working toward the same goal which is “to improve library services” to our community. The Board members again reiterated that more research needs to be done before any changes are made to service hours.

Meeting Adjourned at 6:05 PM.

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Lisa Olson, Secretary