Board Meeting Minutes

April 19, 2018

Board Members Present: Ackerman, Kramer, Kvigne, Olson, VanDelinder
Staff Present: Anderson

The meeting was called to order at 4:17 pm and the agenda was approved as written.

Ackerman moved to approve the minutes of the March 2018 meeting and Kvigne seconded. Motion carried.

Anderson presented the April 2018 bills, which included many bills from March due to the March meeting being held early in the month. Ackerman moved to approve the bills and Olson seconded, motion carried.

Anderson also presented the detailed budget report for expenditures through March 2018 as compiled by the City’s Finance Department. Anderson noted that with 25% of the year lapsed, the Library had expended 21% of its budget. Anderson will check with the Finance Department to find out why account 04-42 has expended 437% of the budget and will report back at the May meeting. Ackerman moved approval of the Financial Report and Olson seconded.

A patron of the Minot Public Library (Jack V.) spoke during “Personal Appearances” to share with the Board how much he appreciates the work Scott does to keep the building so clean. The patron also asked about the necessity of the timed reminders (CASSIE) on the patron computers. Anderson explained that this management system was especially useful when more people were using the Library’s computers and there were often waiting lists. Anderson agreed that this was less necessary now that usage has decreased and said that she would look into options to remove these.

1. **March Director’s Report:** Anderson provided an activity report comparing March 2017 (and further back) to March 2018.
   a. Ackerman asked if data usage could be measured and provided in addition to Wi-Fi usage and Anderson said she believed this was possible and would plan to include it going forward.

A. **Activities/Programs (March):**
   a. 17 Story Times - 307 attendees
   b. 5 CLC (Community Learning Center) programs - 136 attendees
   c. 3 Head Start visits – 256 participants
   d. 4 ASK (After School Kids) programs – 46 attendees
   e. 12 “other” events (Dr. Seuss, READ dog, LEGO, movie, etc.) – 461 attendees
   f. 1 Teen Movies – 16 attendees
   g. 3 School Visit/Tour – 171 attendees
   h. 2 Teen Gaming Events – 27 attendees
   i. 2 Makerspace Program – 14 attendees
j. 1 Anime Afternoon – 6 attendees  
k. 1 Manga Club – 16 attendees  
l. 1 “other” Teen Program – 13 attendees  
m. 3D Printer Intro. – 15 participants  
n. Tech Ed. @ the Parker – 7 attendees  
o. North Central Human Services Tour – 5 participants  
q. Tech Talk: Photoshop – 2 attendees  
r. Tool Library Workshop – 10 attendees  
g. 5 Tech Tutor Sessions completed  
h. Color Me Happy Coloring Club – 14 attendees  

TOTAL = 1,538

Reference Questions

- Community: 320  
- Reference (children): 562  
- Reference (adult): 617

B. Building & Grounds Updates

a. Retaining Wall/Rail (LIB024) → The railing has been installed and cables will wait until spring along with additional caulking. A payment request was processed for Rolac, holding 10% of the total contract for retainage. City officials marked the rails because appropriate permits were not obtained to do the work. Rolac will need to get the correct permits before finishing work.  
b. Library Air Conditioning → The contract between the City and C&C Plumbing is in place and the old unit was removed. The new unit was ordered in mid-March and is expected to take 6-8 weeks from ordering to arrive.

c. Electrical → Several parking lot lights and building lights were replaced with LED and electricity will be run to the shed once weather permits.

d. Digital Sign → Following the Board’s Building & Grounds meeting, Anderson contacted Indigo Signworks and clarified the following:  
   i. The proposed sign is a monument sign  
   ii. Enclosing the sign is not recommended  
   iii. Concrete/Masonry is not recommended to be done prior because the poles and the message center need to be installed ahead of masonry  
      • Consider: benchmark base (foam) – Signs by Benchmark  
      • Essentially, they can take a photo of the building brick and match  
   iv. Keeping sign as originally proposed will be no additional cost, but the benchmark foam will add

NEXT STEPS: The Library needs to develop specifications and go out for bid.

C. Food for Fines: During National Library Week, MPL hosted a fine forgiveness program where patrons could donate items for the Lord’s Cupboard food pantry and have fines waived. Items were collected from 4/8/18-4/15/18 and more than 950 pounds was donated to the food pantry. Library staff would like to do this again in 2018.

D. Tool Library: The Tool Library opened Monday, 3/5/18 and 33 items have been checked out. Pikka and members of the City of Minot Building Inspection Department hosted two workshops to help promote the Tool Library. The final workshop, on the topic of building a residential deck, is scheduled for 4/28.
E. **Friends of the Library:** The Friends of the Library Book is being held 4/18 – 4/21. Anderson plans to meet with the Friends in early May to discuss additional funding for the Summer Reading Program.

F. **Director's Activities:** Anderson was out of the office from 3/9/18 to 4/9/18. Anderson did continue to monitor e-mails and handled some issues related to the ND Digital Consortium and the Library’s chiller replacement among other things. Anderson also completed the ND State Library’s Annual Report while out of the office. On 3/27/18 MPL received notification from the ND State Library that the 2018 State Aid is $46,372.49, which is more than had been budgeted. Anderson also shared that she had been approached by members of the City and County who indicated that the International Economic Development Council (IEDC) had visited Minot and would be making several recommendations for improving services and one of these recommendations will likely be to combine the City and County libraries. Anderson told the Board that she had discussed this with the Ward County Public Library Administrator and they will work together to explore this recommendation.

2. **Board Business**
   a. **2017 Annual Report:** Anderson shared the first draft of the MPL Annual report comparing annual usage and service to the year prior. This report will be presented to the City Council in upcoming months. Board members made suggestions and Anderson will have the report revised before presenting.
   
   b. **2019 Budget:** Anderson briefly shared an update that City of Minot Department Heads are being asked to create very conservative budgets for the upcoming year. Only necessary increases, if any, will likely be approved. Anderson will be working on the 2019 budget for the next month.
   
   c. **Report of the Building & Grounds Committee:** The Board’s Building & Grounds Committee met 3/8/18 to discuss current and upcoming projects as well as priorities for future plans for the building. The following projects were recommended by the committee:
      i. Fixing an uneven section of sidewalk
      ii. Installing the digital sign
      iii. Completion of the chiller replacement
      iv. Locating local caulking business to work on the building’s sealants this year
      v. Replacing carpeting on the 2nd floor
      vi. Re-finishing the main stairway
      vii. Continued exterior renovation
   
   d. **2018 Salary Survey:** Anderson shared that surveys have been received from regional libraries, but she has not yet compiled the information and will have that for the next meeting.

Meeting Adjourned at 5:20 PM.

Lisa Olson, Secretary