Board Meeting Minutes

October 17, 2019

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

The meeting was called to order at 4:15 pm. The agenda was approved without any changes.

Kvigne moved to approve the minutes of the September 19, 2019 board meeting and Pitner seconded. Motion carried.

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

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

Children’s Library Associate Randi Monley attended the meeting and Anderson introduced her.


A. Activities/Programs (September):
   a. 10 Story Times – 238 attendees
   b. 2 CLC programs – 46 attendees
   c. 4 “other” events (including outreach) – 197 attendees
   d. 1 Teen movie – 31 attendees
   e. 2 Teen Craft or Board Game Events – 42 attendees
   f. 2 Teen Gaming Events – 31 attendees
   g. 1 Makerspace program – 22 attendees
   h. 1 Manga Maniacs & a Show – 15 attendees
   i. Books ‘N Brews – 15 participants
   j. Tech. Ed. at the Parker – 2 attendees
   k. Tech. Ed. at Edgewood – 4 attendees
   l. Color Me Happy Adult Coloring Club – 12 attendees
   m. Publish or Perish Writing Group – 6 participants
   n. MPL Game Night – 17 attendees
   o. Cinema Series – 20 attendees
   p. ScanDay – 10 attendees
   q. Jewelry Making Class – 8 attendees
   r. Volunteer Training – 11 participants
   s. 5 Tech Tutor Sessions completed

TOTAL = 732
B. **Building & Grounds Updates**
   a. **Landscaping** → Birdy’s Hydromulching repaired the south and southwest sections of the lawn that were damaged due to construction.
   b. **Water Fountain** → The water fountain on the 2nd floor has been replaced.
   c. **Carpet** → $60,000 is budgeted to replace carpeting on the 2nd floor this year. Advertisements for bids to be submitted will be in the Minot Daily News on 10/12 and 10/19 with a bid opening on 10/28.

C. **Staffing:** One of the new part-time Adult Services employees hired late this summer is no longer able to continue working at MPL and another part-time employee will reducing her hours due to other employment. In light of these changes, the Adult Services Librarian and Library Director decided to offer a full-time Library Assistant position. Previously, there had always been a full-time Library Assistant in the Adult Services area, so this change will make no fiscal impact. The position was advertised internally and offered to Kaylee Armstrong, who has been with MPL for almost 5 years. A part-time Library Assistant will be hired to fill the shifts previously covered by Kaylee.

D. **Board Game Collection:** The Minot Public Library’s Board Game collection began circulating on 10/1/19.

E. **NDLA:** The North Dakota Library Association held its annual conference 9/25-9/27 in West Fargo. Staff attending the conference were: Pam Carswell, Randy Monley, Zhiana Moya, Paulette Nelson and Josh Pikka. Anderson attended the executive committee meeting via the online platform Zoom and also attended the ND Digital Consortium meeting virtually. At the conference, the 2017-2018 MPL Library Board was awarded the “Library Champion” award and Peggy Miller, who founded the Great Tomato Festival, was named “Benefactor of the Year.” Anderson will again serve as chair of the NDLA Legislative Committee.

F. **Friends of the Library:** The Board of the Friends of the Library held their fall book sale 9/19 – 9/21 and made over $2,000. The sale was again a “free-will” offering and Anderson opened the Book Sale room the Monday following the sale and invited people to “take what you want, pay what you can” with the hope of clearing out more books before boxing them for recycling. This one-day, “pop up” sale made over $600 and increased the Library’s social media following, so these pop up sales will be held once a month through the end of the year with information being released only on social media. The next one will be 10/29. The annual meeting of the Friends of the Library will be held at Homesteaders on 11/13.

G. **North Dakota Digital Consortium:** The NDDC is a group of ND libraries who pay for their libraries to subscribe to the eBook service OverDrive. Librarians from these libraries in North Dakota serve on a board to oversee the collection and to purchase titles for this collection. Anderson will again be serving as Collection Management chair for this consortium and will be working with other members of the board to update the consortium’s bylaws. In addition to the duties related to purchasing items, Anderson and the NDDC chair submitted a letter to Macmillan Publishing urging them to reconsider their planned embargo for libraries which will decrease the availability of Macmillan titles for North Dakotans. Later this year, consortium members will be voting whether or not to boycott Macmillan.

H. **Director’s Activities:** Anderson attended City Council and Department Head meetings coordinated and met with several staff one-on-one. Anderson worked in the Adult Services library on 9/25 and 10/5 and did interviews with the Minot Daily and WGO for the Arts in the Library series. On 9/25, MPL held the first volunteer training event and Anderson assisted with this. On 9/30, Anderson hosted the weekly noon Rotary Club at the Library and did a presentation on services available through MPL. Anderson and MACA hosted the first Arts in the Library series on 10/6 and Anderson continues to work on promoting this event, as well as other programs for adults, online. Anderson led the monthly leadership team meeting for MPL on 10/2, prepared for the all-staff meeting on 10/15 and attended training provided by the City on “Civility in the Workplace.” Anderson has also been working to switch the
Library’s postage contract from NeoPost to Pitney Bowes and will now be serving on the Census Complete Count committee. Finally, Anderson and City Manager Tom Barry met to discuss the Library’s Key Performance Indicators.

2. Board Business

   a. **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. Overall, Anderson noted that there are some areas of concern, but it is still too early to see any significant impact.

   b. **Upcoming Holiday Hours:** Anderson reminded the Library Board that MPL will be closed on the following dates: 11/28, 12/24, 12/25, 12/31 and 1/1.

   c. **Key Performance Indicators:** Anderson explained that the City Manager would like each City Department to develop approximately ten Key Performance Indicators (KPI) which will be shared with City Council and help demonstrate how each department is performing. Anderson shared a draft of what she believes could be the Library’s KPIs and asked the Library Board for input. VanDelinder stated that he believed the Library’s ability to “fill the gaps” and serve the vulnerable/underserved populations should be included. Pitner said he felt that the draft was a very good starting point and that we should consider being precise in or wording, making such changes as “experience” instead of service. Kramer said that the KPI document should emphasize that the Library is a “hub” that enriches the community. Kvigne agreed, adding that we should include that the Library helps build a sense of community. Pitner said that this was a good first draft, but that everyone should review the draft and bring it back in November to discuss more thoroughly. In addition, he added that as a best practice, this should be reviewed regularly. The Board agreed to review and include this on the next agenda.

   d. **Other:** None

Meeting Adjourned at 5:05 PM.

[Signature]

Paul Pitner, Secretary