Board Meeting Minutes

September 14, 2015

Board Members Present: Gessner, Olson, VanDelinder, Ackerman

Staff Present: Anderson

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

The agenda was approved as presented.

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

VanDelinder moved and Olson seconded the motion to approve the September 2015 budget expenditures of $97,875.50 and memorial expenditures of $2,219.93. Motion carried.

The Library’s Financial Report was reviewed with specific questions related to staff salaries and grant money received for special projects such as the Makerspace. Anderson will confirm whether or not these monies are reflected in the City of Minot’s monthly report and will report back at the next Board Meeting.

Anderson also informed the Library Board that due to government accounting laws the Library can no longer encumber memorial funds into upcoming years. Currently the Library has approximately $55,000 in the memorial account with $35,000 designated for use to support services to the visually impaired. The City Finance Department has agreed that this money can be paid to the Friends of the Library group and Anderson will look into any other options available.

VanDelinder moved to approve the Financial Report, seconded by Ackerman.

1. September Director’s Report: Anderson reported on the following:
   
   A. Activities/Programs (August):
      a. 8 Story Hours – 266 attendees
      b. 1 CLC (Community Learning Center) Programs – 29 attendees
      c. 4 “other” programs (LEGO Club, Read Dog, Book Buddies, Lego Robotics meeting) – 329 attendees
      d. 1 Summer Reading Programs - 450 attendees
      e. 1 Movie – 8 attendees
      f. 1 TAG Meeting – 9 attendees
      g. 1 Gaming Events – 9 attendees
      h. 5 Makerspace program – 23 attendees
i. 3 “Other” Teen Programs (crafts, trivia, etc.) - 45 attendees
j. 4 Tech Tutor Sessions completed
k. Books ‘N Brews Book Club Program – 3 attendees

TOTAL = 1175

B. Building & Grounds Updates
   a. Boiler & Humidification Replacement (LiB013) → 95% complete. Contract required substantial completion by 9/4/15 and final completion by 9/18/15. Final walk-thru was completed 9/3/15. The main work to be completed involves an existing expansion tank that is no longer functioning or needed. C&C will get quotes for both capping this tank and completely removing it. Remaining work includes controls/electric for steam release in mechanical room and ProControls had to send back a controller that wasn’t working and should have this installed the week of 9/7.
   b. HVAC Electronic Controls Upgrade (LiB014) → No changes. Work had halted for a couple of weeks and has begun again.
   c. Hazardous Mitigation Project (LiB016) → Work is approximately 95% complete. The Wright Brothers were unable to complete the grading as outlined by the Library and the architects (Anderson, Wade & Whitty) so Birdy’s Hydromulching was called and completed the job. In addition, Wright Brothers damaged some of the sprinkler lines and Huber Sprinkler had to come repair the damage. Per the project engineer, Birdy’s and Huber will be paid directly by the City and the cost will be deducted from the amount still due to the Wright Brothers.
   d. Lawn → Birdy’s also completed spraying grass in 2 small areas of lawn on either side of the front hazardous mitigation work and in the back of the library. The estimated cost to complete the front area was $1,500 and the area in the back was estimated at $1,875 (Main Electric will be responsible for approximately $1,638.75 of this and the Library for $236.25). Total estimated payment from Library to Birdy’s is: $1,736.25.
   e. Building Assessment → Final assessment should be received by 9/21. Anderson, Wade & Whitty would like to inspect the roof prior to submitting a final report.

C. 2016 Budget: The Library’s 2016 budget was presented to the City Council at the 8/27 Meeting of the Whole. The Library’s budget was not questioned at that time. The remaining timeline is as follows:
   September 14, 2015 @ 6:30 pm: A Public Hearing will be held
   September 21, 2015 @ 6:30 pm: Final Reading of the Budget
   October 5, 2015 @6:30 pm: Final hearing/approval of budget by City Council

D. Summer Reading Program: Final numbers for the MPL Summer Reading Program are as follows:
   a. Adult Summer Reading Program: 200 adults signed up, 14 prizes given out & 395,500 pages read
   b. Teen Summer Reading Program: 167 teens signed up, 81 finished (103 reached half-way point), 10 writing contest entries & 141,822 total pages read
c. **Children’s Summer Reading Program**: 848 children participated.

E. **Library Telephone Upgrade**: MPL phones were upgraded and installed beginning the week of 8/10/15. The technicians did run into some trouble connecting the Library’s system to the City’s phone system which caused the process to take longer than expected.

F. **Summer Reading Program**: MPL wrapped up the 2015 Summer Reading Program with 891 children, 167 teens and 192 adults registered for the three different summer reading programs. Hundreds of kids attended the Super Duper Fun Reading Day to wrap up the Summer Reading Program, held at the South Hill Complex in conjunction with the Minot Rec. Department.

G. **Director’s Activity**: Much of August has been spent working to get the Hazardous Mitigation Project complete, reviewing midyear employee evaluations, working on the Great Tomato Festival and completing the upgrade of the telephone system. Anderson will be out of the office 9/15-9/18 and 9/22-9/26 for the NDLA and MPLA conferences and will also again be working as an emcee for the Norsk Hostfest’s Author’s stage 10/1/15.

2. **Board Business**

   a. **Policy Change – Damaged Materials**: Anderson proposed a change to the fines and fees of the Minot Public Library which would allow the Library to charge patrons $.35 per item damaged by the removal of Library stickers (such as barcode labels and RFID tags). Following discussion that this may not be enough to cover the Library’s cost the Board tabled this for future meetings.

   b. **Staffing**: Anderson reported that desk coverage for the Library continues to be a challenge and the Library would therefore like to add a new position that would be able to work as both a Library Page and Library Assistant. No motion was necessary as this would not impact the Library’s budget and is considered an operational change not a policy change.

   c. **Building Water Softener**: VanDelinder moved and Olson seconded the request to purchase a water softener in the amount of $1,280 for the Library in order to meet the operating requirements of the building’s new humidifier.

   d. **MPL Logo**: The staff Marketing Committee of the Minot Public Library proposed that MPL host a “logo contest” similar to the one held for the Makerspace logo in order to receive designs for a new Library logo. Following discussion, the Library Board did not accept this proposal and requests that the Library look to have a professional logo created that can tie into the Library’s new Mission and Vision Statements.

   e. **MPL Vision Statement**: Members discussed what they would like to see in the Library’s Vision Statement and a final draft will be proposed for approval at the October meeting.

Meeting Adjourned at 5:30 PM.

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Lisa Olson, Secretary