Board Meeting Minutes

June 18, 2019

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

The meeting was called to order at 4:17 pm. There were no changes to the agenda.

Kramer moved to approve the minutes of the May 16, 2019 board meeting and Olson seconded. Motion carried.

Ackerman moved to approve the minutes of the May 24, 2019 special board meeting and Olson seconded. Motion carried.

Anderson presented July 2019 bills to-date. Ackerman moved to approve the bills and Olson seconded, motion carried.

Anderson presented the detailed budget report for expenditures through May 2019 as compiled by the City’s Finance Department. Olson moved to approve the financial report and Kvigne seconded, the motion carried.

There were no personal appearances.


A. Activities/Programs (May):
   a. 6 Story Times – 143 attendees
   b. 3 CLC Programs – 72 attendees
   c. 2 Tours – 77 participants
   d. Summer Reading Kick-Off – 350 attendees
   e. 6 “other” events (READ dog, Outreach, Lego Club, Poetry Palooza) – 477 attendees
   f. 1 TAG (Teen Advisory Group) Meeting – 12 attendees
   g. 1 Teen Gaming Event – 16 attendees
   h. 1 Makerspace Program – 12 attendees
   i. 1 Quills Teen Writing Group – 2 attendees
   j. 1 Manga Maniacs & a Show – 6 attendees
   k. 2 “other” teen events (Life-Sized gams & SRP kick-off): 71 participants
   l. Books ‘n Brew – 12 participants
   m. Tech. Ed. at the Parker – 5 attendees
   n. Tech. Ed. at Edgewood – 2 attendees
   o. Growing Trees in Ward County – 18 attendees
   p. Kora Harp concert – 21 attendees
   q. Publish or Perish Writing Group – 16 participants
   r. MPL Game Night – 7 attendees
s. Cinema Series – 11 attendees
  t. Poetry Aloud – 9 attendees
u. Color Me Happy Adult Coloring Club – 5 attendees
v. Book Mending workshop – 2 participants
w. Landscaping Workshop – 12 attendees
x. Images of America MAFB program – 20 attendees
y. Accessory Building Workshop – 12 attendees
z. 4 Tech Tutor Sessions completed

TOTAL = 1,394

B. Building & Grounds Updates
   a. Water Damage → All work has been completed to clean up from the 4/19/19 water damage caused by a faulty water fountain on the 2nd floor. Anderson is still waiting to get final invoices and pay the deductible for the insurance. The next step will be to replace the water fountain, which Anderson hopes to get quotes for in the next month.
   b. Digital Sign → Scott Timothy removed the sign on the walkway and is looking into affixing the letters from that sign into the black box to the left of the digital sign.
   c. Exterior Renovation → JLG provided estimates for the exterior work to be done in 2020 to cover and protect the precast. Anderson included the estimate of $321,950 in the Library’s 2020 budget and money is budgeted in 2019 for JLG to design the work and prepare construction documents. This building repair/improvement has been recommended since at least 2015 and will help protect the existing columns, canopies, etc. without having to replace them.
   d. Building Sealants → Anderson and Timothy conducted a conference call with Sticky Construction on 5/24/19. The project manager anticipates starting the work in late June and expects that it will take no more than 4 weeks. Anderson and Timothy were assured that there would be minimum disruption.

C. Tool Library Workshops: Anderson hosted the last of the Tool Library/Home Improvement Workshops on May 20th with the Landscaping workshop led by Brian Johnson with the Forestry department of the Minot Parks District. Anderson also conducted an interview with KMOT on May 29th and the Library has seen steady circulation of tools.

D. Library Promotions: Anderson continues to work with the chair of the MPL Outreach Committee and Committee Chair (Randi Monley) on the marketing campaign made possible by the Friends of the Library. The direct-door postcard was mailed prior to the Summer Reading Kick-Off event and included information about events happening all summer. Photos were taken of the Library and some patrons to be used on all marketing materials, but specifically a static billboard on Broadway in August. Monley is working with a graphic designer to create table tents to put in the Dakota Square Mall food court in August. These table tents will be 3-sided and Anderson is requesting that one side be used to promote the Great Tomato Festival, if they pay for 1/3 of the cost. In addition, Anderson continues to submit articles to the Minot Daily News, contact local media, create online promotions and create/distribute promotions for Library events.

E. Friends of the Library: The Friends’ Board met on 5/15/19 and granted thousands of dollars in funding for books, carts, equipment and summer reading prizes. The Friends will be holding a one-day book sale on Thursday, June 20th from 10:00 am – 7:00 pm to help eliminate large quantity of donations the Library has been storing.

F. Staffing Update: Adult Services Librarian, Jessica Mason, has decided to resign from her position at the end of July in order to relocate elsewhere. The Library’s policy is to advertise for positions internally prior to conducting a full-scale candidate search. The position will be posted internally through 6/17/19 and if no viable candidates apply the position will be posted with various regional Library Associations as well as with the American Library Association. Jess will be finishing up many of the projects she’s started and hopes to be able to help train the new librarian.
G. **Great Tomato Festival**: Preparations for the 31st annual Great Tomato Festival are under way. The fundraiser, which raises money for the Friends of the Minot Public Library, the Minot Symphony Orchestra and the Taube Museum of Art, will be held 8/28/19 which is later than usual. The Planning committee has met several times and will continue to meet throughout the summer to finalize silent and live auction items as well as volunteers, promotions and more. Jerry Kaup has returned again to help contact sponsors for the event and Anderson has asked for the Friends of the Library Board members to help with sponsors and/or silent auction contacts. A handful of them have offered to help with sponsorships, but Anderson is still looking for volunteers to help contact businesses for silent auction donations.

H. **Community Outreach Committee**: Anderson is working with other City staff on the City’s Community Outreach Committee which has been tasked with creating an Outreach Strategy and Toolkit. The committee hosted a second focus group meeting on May 22nd and will meet again with this group in June with the goal of developing a Community Outreach Plan for the City this summer.

I. **2019 Summer Reading Program**: The 2019 Summer Reading Program kicked off on May 30th with the theme “A Universe of Stories.” Again, the Minot Public Library is offering incentive programs for children, teens and adults to encourage everyone to read during the summer months. In addition, more than 100 free programs are being offered throughout the summer for all ages.

J. **Director’s Activities**: Anderson attended a City Department Head meeting, City Council meetings, MPL Leadership meeting, MPL Outreach Committee meeting and the summer All-Staff meeting for Library staff. The Library’s 2020 budget was submitted on 5/24/19 and Anderson will meet with the City Manager and Finance Department on 6/11/19 to review the budget. Anderson was interviewed on KCJB on 5/17/19 to discuss summer programs at the Library and was also interviewed by KMOT about the Tool Library. The North Dakota Library Associations’ Legislative Committee, which Anderson co-chairs, met on 5/21/19 to review that previous legislative session. At this point, it appears that Anderson will remain on this committee as chair. The Library will be closed on 7/4/19 for Independence Day and Anderson will be out of state following the July Library Board meeting (7/19/19-7/29/19).

2. **Board Business**

   a. **2019-2020 Library Board Appointments**: Anderson confirmed that the Mayor appointed Alderman Paul Pitner as the City Council representative on the Library Board and Lyndsay Ulrickson from the Souris Basin Planning Council to fill Ackerman’s vacated position. In addition, Anderson reminded the Board that the July meeting will include an election of officers.

   b. **2020 Budget Update**: Anderson told the Library Board that she met with the City Manager, City Finance Director and City Comptroller on June 11th to review the Library’s proposed 2020 budget (which was approved by the Library Board at the May 24th meeting). Anderson shared that the City Manager expressed some concern at the increase in overall budget (almost 20%) since Departments had been asked to keep increases to no more than 2%. The City Comptroller did point out that without the exterior renovation project (which is slated to come from sales tax revenue), the Library was actually decreasing the budget from 2019. Anderson told the Library Board that the City Manager wanted to ensure that the exterior renovation was a functional, necessary improvement and not just aesthetic. Anderson will meet again with the City Manager on July 2nd and will provide some information requested. The Library Board was in agreement that this project to protect the Library’s exterior was important and should remain in the 2020 budget. Olson said that it is the duty of the City to maintain City assets and invest in preventing further deterioration which would result in higher expenses. VanDelinder concurred and said it would be “worse if we wait” to take care of the building. Ackerman further explained that this project is important because the precast columns, trim, canopy, etc. are simply deteriorating and water is leaking in now and will continue to get much worse and much more expensive. He said that since the face of this precast is porous, water is getting in and then freezes causing the precast to crack. VanDelinder said that it’s not just a matter of making the building look nicer, but of protecting the building. Kramer asked if
the work scheduled in 2019 (replacing the sealants) would have been unnecessary if the Library had moved forward with the project budgeted in 2020 (covering) and Ackerman said that this work would have needed to be done before covering regardless, so we are moving in the right direction. However, Ackerman also pointed out that the proposed plan for 2020 is the “moderate way” of protecting the exterior and that if we wait and have to redo the entire existing precast it would be substantially more expensive. Olson summarized that this has been a project the Library has been pushing off since at least 2015 and it’s time for this to be a priority. Anderson said she would bring this information as well as other information requested to the next meeting with the City Manager.

c. **Fine-Free Press Release:** Anderson provided a press release she’s drafted regarding the MPL fine-free cards for children. She shared that the MPL Outreach Committee decided to focus on promoting the fine-free status for children and to promote the Educator and City Employee fine-free status to those groups directly. VanDelinder asked that when promoting this online the Library emphasize the quote that this movement is “not about removing accountability,” and Anderson said that would be done. Kramer made some other edits and the Board agreed that the press release was ready to distribute.

d. **NDLA Library Champion Award:** Anderson shared that she had nominated the 2018-2019 Minot Public Library Board for the NDLA Library Champion of the Year award and they have been selected as the winner of this award. Anderson distributed the nomination letter she submitted and told the Board that the award will be given at the annual NDLA conference in West Fargo in late September.

VanDelinder thanked Ackerman and Olson for their time spent on the Library Board and their dedication to the work of the Library Board.

Meeting Adjourned at 5:07 PM.

[Signature]

Janet Anderson, Acting Secretary