Board Meeting Minutes

August 15, 2019

Board Members Present: Kramer, Kvigne and Ulrickson
Staff Present: Anderson

The meeting was called to order at 4:15 pm. Kramer approved the agenda and Ulrickson seconded. Motion carried.

Ulrickson moved to approve the minutes of the July 18, 2019 board meeting and Kramer seconded. Motion carried.

Anderson presented August 2019 bills to-date. Ulrickson moved to approve the bills and Kramer seconded, motion carried.

Anderson presented the detailed budget report for expenditures through July 2019 as compiled by the City’s Finance Department. At 58% of the year elapsed, the Library has expended 53% of the budget.

There were no personal appearances.

1. August Director’s Report: Anderson provided an activity report comparing July 2018 (and further back) to July 2019. Anderson explained to the Board that the Library has been working to attend more outreach events and recruit and train more volunteers. The Board members suggested reaching out to seniors/retired people to volunteer. Board members also suggested the Library consider programs or collections around Aussie sheds, pollinator gardens and seed libraries.

A. Activities/Programs (July):
   a. 21 Story Times – 681 attendees
   b. 1 CLC Program – 24 attendees
   c. 15 Summer Reading Programs – 465 participants
   d. 2 “other” events (READ dog, Lego Club) – 29 attendees
   e. 1 TAG (Teen Advisory Group) Meeting – 15 participants
   f. 2 Teen movies – 34 attendees
   g. 5 Teen Craft/Board Game events – 117 attendees
   h. 1 Teen Gaming Event – 2 attendees
   i. 1 Makerspace Programs – 23 attendees
   j. 1 Manga Maniacs & a Show – 10 attendees
   k. 1 “other” teen event (Artist visit) - 17 participants
   l. Books 'N Brews – 9 participants
   m. Internet & Social Media Program – 10 attendees
   n. Tech. Ed. at Edgewood – 3 attendees
   o. Personal Security Program – 9 attendees
   p. Publish or Perish Writing Group – 20 participants
q. MPL Game Night – 12 attendees
r. Cinema Series – 7 attendees
s. Poetry Aloud – 2 attendees
t. 4 Tech Tutor Sessions completed

TOTAL = 1,493

B. Building & Grounds Updates
   a. Building Sealants ➔ Sticky Construction has completed their work replacing the building’s sealants with the exception of some small areas which will be finished within the next week. A small area of the lawn will need to be repaired from this work and also from previous work to install the sign. Quotes for this lawn work will be received the week of 8/12/19 and once the work is done, all exterior work will be complete until the covering and protecting of precast begins in 2020.

C. Friends of the Library: The Board of the Friends of the Library will be meeting 8/20/19 to approve some requests for funding from the Library staff and to set dates for the fall book sale.

D. Staffing Update: Two new Library Assistants (Kacey Donamaria and Stephanie Allen) were hired to fill the full-time position vacated by Zhaina’s Moya’s promotion to Adult Services Librarian. See the attached Organization Chart for all library staff.

E. Book Bike: Late this winter, Val’s Cyclery donated a 3-wheeled bike to the Library and the Friends of the Library donated money to enhance the bike so that it could hold a chest with shelves. Volunteers worked to build and stain the chest and the MPL Book Bike was created. At this time, the Book Bike is full of donated books to be given away at outreach events. The bike made its first appearance at Arts in the Parks on 7/21/19 and has been to several of these events since as well as others. The bike is able to be ridden, but is very heavy and difficult to maneuver so it has been loaded into pick-up trucks to get it to and from events. Future possibilities for the Book Bike include making it a Wi-Fi hot spot and also bringing items from the library’s collection to be checked out. If this continues to grow in popularity and scope, the Library may look into purchasing a trailer to haul the bike to and from events.

F. Arts in the Library: The Minot Area Council of the Arts has approached MPL to host an “Arts in the Library” series this fall/winter. Following a successful Arts in the Parks season this summer, MACA would like to continue showcasing local visual and musical artists. Past concerts at the Library have been well-attended so Anderson has agreed to co-host these events once a month, pending funding. MACA intends to provide 50% of the funding and Anderson will request the other 50% from the Friends of the Library. MACA will provide an estimated budget prior to the next Friends of the Library Board meeting and Anderson estimates that it will be less than $2,000 requested of the Friends.

G. Non-User Survey: Technical Services Librarian, Mary Wheeler, has created a non-user survey geared toward community members who may not be regular users of the Minot Public Library. The intention of this survey is to assess whether or not people consider the Library a valuable part of the community; if they use the Library; if not, why and to also get some general demographics. These surveys have been brought to several outreach events, but staff will be at Walmart on 8/17/19 in order to have more surveys completed.

H. Director’s Activities: Anderson attended three Great Tomato Festival Committee meetings and contacted and met with several people and businesses regarding donations for the Great Tomato Festival. Anderson and Technology Coordinator, Joshua Pikka, met with staff from the ND State Library’s I.T. department on 7/30/19 and Anderson has been meeting with and reviewing mid-year evaluations for library staff. Anderson coordinated staff to participate in the August Creative Night Out and attended the August Books ‘n Brews event with Moya. Anderson attended the 8/8/19 Arts in the Parks where the Library was the “featured artist” and Children’s Library Associate, Randi Monley, and Technical Services Librarian, Mary Wheeler, showcased some of their book art and shared information about MPL. In addition, Children’s Librarian, Paulette Nelson, attended the event to promote the Book Bike which she has brought to several events. Anderson attended the Creative Economy Summit and served on a panel for this event on 8/2/19. Anderson met with representatives of the Publish or Perish (PoP) writing group that’s been meeting at the Library to discuss the direction of the group and re-
branding the program to target the right audience. Finally, Anderson continues to work on training the new Adult Services Librarian and working to promote library services and events.

2. **Board Business**

   a. **Great Tomato Festival:** Anderson provided an update on the Great Tomato Festival which will be held on 8/28/19.

   b. **Community Outreach Strategic Plan:** Anderson provided the Board with a copy of the Library’s Community Outreach Strategic Plan. The Board discussed other ways for the Library to reach out to the community. Ulrickson suggested contracting with a marketing consultant (such as C. Gleich, K. Haverluck, T. Bernsfor or INDAK media). Kramer suggested working with the MSU business or marketing departments to work with students to intern at the Library to help.

   c. **Magic Day of Giving:** Anderson shared that volunteers from Ackerman Estvold have asked to do some work around the Library for the Magic Day of Giving on 9/13/19. The Board suggested making a list of items that need to be done around the library and asking if they will do it. Ulrickson also suggested considering a mural or other artwork to be put on the east side of the building for next year’s Magic Day of Giving.

   d. **Fine-Free Update:** Anderson did not have new data to provide regarding the fine-free program at MPL, but will have information for the September meeting.

   e. **Other:** Anderson asked the Board if they had any other ideas to increase the Library’s relevance or any other suggestions for how MPL should be improving. Kramer asked about the status of obtaining testimonials from patrons to share and Anderson said that there was a form ready for people to fill out. Ulrickson said it would be great to have photos to go along with these testimonials and we could call it the “Face of the Library” and share the stories and photos on social media. Kvigne asked about the status of “Adulting” programs and Anderson said that the Adult Services Librarian was planning on doing this. They discussed some possible topics and presenters, including the following:

   - NW Mutual on investing (Jazmine Schultz)
   - Town & Country Credit Union on banking (Lisa Thuner)
   - Small Business/Finance (Briselda with SBPC)
   - Grocery Shopping/Menu Planning
   - Cooking (Kari and Mitchell Kvigne)
   - Changing a tire
   - Packing a suitcase
   - Fire extinguisher/fire alarms

   Anderson said she would pass this information on.

Meeting Adjourned at 5:39 PM.

[Signature]

Janet Anderson, Acting Secretary