Board Meeting Minutes

March 21, 2019

Board Members Present: Kvigne, Olson and VanDelinder
Staff Present: Anderson, Dave Lakefield (City of Minot Finance Director) and Sue Greenheck (City of Minot Comptroller)

The meeting was called to order at 4:15 pm. Anderson asked the Board to add item 8 e. (Food for Fines) to the agenda. Olson moved to approve the revised agenda, Kvigne seconded and the motion carried.

Olson moved to approve the minutes of the February 2019 board meeting and Kvigne seconded. Motion carried.

Anderson presented March 2019 bills to-date and clarified that many of the bills were annual subscriptions/payments. Kvigne moved to approve the bills and Olson, motion carried.

Anderson presented the detailed budget report for expenditures through February 2019 as compiled by the City’s Finance Department. Anderson also introduced Lakefield and Greenheck who were attending the meeting to answer any finance-related questions. Lakefield shared that the Library (and all City departments) are required by law to keep 1/12 of their annual budget in cash reserves. However, he said that the Library had $272,610 MORE than this required 1/12 as of the end of 2018. There is approximately $50,000 of Accounts Receivable (fines, fees, etc. not yet collected) as well so the actual amount available in cash reserves is approximately $222,610. Greenheck cautioned that City departments should strive to have 3 months (3/12) of cash reserves as a goal, but that legally the 1/12 is all that’s required; she also confirmed that the Library has not had to use sales tax money since 2017 and that any unspent money from sales tax funded projects is returned to the sales tax revenue, not kept as cash reserves for the department. Lakefield explained that sales tax is still a volatile and unpredictable source of revenue. Anderson clarified that the Library will have some building projects coming up and though they will be larger expenses, they will not be capital improvements because they are enhancements to existing structures not new building or purchases. Anderson asked Lakefield to confirm that she should continue to work these projects into the regular Library budget rather than plan to use sales tax money and Lakefield agreed that this would be best. No other questions were asked of Lakefield or Greenheck.

Patron Melissa Faris addressed the Board regarding an incident that had happened the day prior. Following some preliminary comments regarding frost, bus schedules, food pantries and other, Ms. Faris
explained to the Board that it was her understanding that the use of cell phones was against the rules of the Library. Further, she explained that the public computers log users off after 5 minutes of non-use and that staff are unwilling to watch patrons’ personal belongings. She had been using the computers to complete a transaction with National Geographic that involved having to make a phone call so she went to the women’s restroom to make the call which ended up taking somewhere between 20 and 35 minutes. She said that a staff member came into the bathroom and told her that she was trespassing and that the police would be called.

Anderson first clarified that use of cell phones have been allowed within the Library for approximately 7 years as long as the patrons are reasonable and respect others. She also shared that the public computers allow patrons 10 minutes to return when locked and will prevent other people from getting onto the computer. Anderson explained that she had left early for a doctor’s appointment during this incident, but had been told by more than one staff member that a patron complained that a woman (Ms. Faris) was “sitting on the floor” near the sinks and the patron was concerned that this woman may be able to see under the stalls. Adult Services Librarian, Jessica Mason, entered the bathroom and told Ms. Faris that she should not block the sink and offered her a key to a study room so that she could finish her phone call. Anderson explained that this is above and beyond what would be expected. Further, Anderson shared with the Library Board that several staff have complained that Ms. Faris has been given too much leniency and that Anderson has allowed her to “get away” with more than other patrons are allowed.

Ms. Faris said that she would have appreciated if Mason had spoken to her first before telling her she was trespassing and threatening to call the police. Olson asked Faris if she understood the Rules of Conduct which Anderson provided her with. Olson said she believed that these rules should help clarify the Library’s policies and VanDelinder said he appreciated Faris attending, but felt that this can and should be best handled by talking to Anderson first. Faris said she will, but that “Janet doesn’t want to listen” and she apologized for taking their time.

1. **February Director’s Report**: Anderson provided an activity report comparing February 2018 (and further back) to February 2019.

A. **Activities/Programs (February)**:
   a. 13 Story Times – 236 attendees
   b. 8 CLC Programs – 154 attendees
   c. 3 Head Start Visits – 256 participants
   d. 2 ASK (After School Kids) Programs – 18 attendees
   e. 3 “other” events (READ dog, Family STEM, Lego Club) – 41 attendees
   f. 1 Visit/Tour – 11 (Cub Scouts)
   g. 1 Teen Craft – 7 attendees
   h. 2 Teen Gaming Events – 18 attendees
   i. 4 Makerspace Programs – 26 attendees
   j. 1 Quills Teen Writing Group – 2 attendees
   k. 1 Manga Maniacs & a Show – 10 attendees
   l. Tech. Ed. at the Parker – 1 attendee
m. Valentine’s Day Card Workshop – 9 attendees
n. Publish or Perish Writing Group – 12 participants
o. Climate Change Panel – 38 attendees
p. MPL Game Night – 13 attendees
q. Color Me Happy Adult Coloring Club – 5 attendees
r. 5 Tech Tutor Sessions completed

TOTAL = 862

B. Building & Grounds Updates

a. Digital Sign – The only remaining work to be completed on the sign is to remove the “Minot Public Library” lettering from the sign on the walkway and affix it to the black box to the left of the sign. Rolac has said that this was not part of the quote they provided to do the work. This work will have to wait until spring to be completed.
b. Exterior Renovation – The amendment to the existing contract with JLG for the amount of $47,000 for further design has been signed by the Mayor and the funds encumbered into 2019. This should allow JLG to complete designs for the exterior and in order to do this. The Library Board’s Building & Grounds committee will be meeting later this month to discuss the future plans.

C. Friends of the Library: The Friends of the Library hosted a one day Book Sale on 3/6/19 raising more than $1,800. The spring Book Sale will be held 4/24/19 – 4/27/19 and Anderson and Hensley continue to work on a membership drive.

D. Salary Survey: The 2019 Salary Survey has been delayed as Anderson finished wrapping up the Library Merger Committee. Surveys will be going out no later than 4/10/19 in order to begin preparing the 2020 budget.

E. 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 has met several times and is now revising the strategy and toolkit and will next be forming a work group of citizens and others to review the plan.

F. NDLA Legislative Committee: As co-chair of the North Dakota Library Association’s Legislative Committee, Anderson will be attending the Day at the Capitol on April 1st to share information about ND Libraries with Legislators. In March, Anderson has also reached out to ND public libraries asking for their support for the State Library’s budget and also to contact the ND Senators and Representative to encourage them to support changing the first draft of the budget to include funding for libraries.

G. Director’s Activities: Anderson has been working with Full STEAM Ahead and Main Street Books to plan month-long poetry events in April for “Poetry Palooza” and has also been coordinating programs with the City of Minot Building & Inspection department. Anderson completed the annual report to the ND State Library for 2018 and attended Customer Service training on March 1st. Finally, Anderson attended various meetings for City of Minot and City Council as well as for the Library Merger Committee.

2. Board Business

a. Update on Library Merger Committee: Olson shared that the Library merger Committee presented a recommendation to continue looking into a merger to City Council on 3/4/19 and the recommendation was approved. The recommendation was then presented to the County Commissioners on 3/5/19 and failed. Therefore, the Library
Merger Committee will no longer meet and the research into a potential merger is over. Anderson has provided both the City Clerk and County Commission with copies of all the research and notes that went into the committee and also has digital copies. The Board asked Olson and Anderson what the Commission’s main reason was for not supporting this continued research and Olson explained that there didn’t seem to be any one reason, but that the Commission didn’t think that a merger would be supported in the rural areas of the county. Olson also said that a committee member spoke saying that an expansion at Kenmare wasn’t necessary which may have helped the decision. Anderson said that she will have a bill for JLG Architects for the work they did toward a space analysis and she will likely split this bill to be paid by both MPL and WCPL.

b. **5-Year Technology Plan:** Anderson presented the Library Board with the 5-year Technology Plan as completed by Joshua Pikka, Technology Coordinator, and the MPL Technology Committee.

c. **2019 American Library Association Resolution:** Anderson shared a resolution put out by the American Library Association asserting that imposing fines creates a barrier for library users. Anderson shared information again regarding the benefits of not charging fines for late materials. The Board discussed the potential implications of this and Olson asked that a proposal be brought to the Library Board no later than June.

d. **2019 Library Director Goals:** Anderson presented her 2019 goals.

Meeting Adjourned at 5:16 PM.

[Signature]

Lisa Olson, Secretary