Board Meeting Minutes

September 15, 2016

Board Members Present: Gessner, Ackerman, Kvigne, VanDelinder
Staff Present: Anderson

President Susan Gessner called the meeting to order at 4:15 pm. The meeting agenda was approved as printed.

Ackerman noted a change on the minutes to section 1 D (2017 Budget) where the last word should be “encouraged” not “encourages”. Ackerman moved to approve the August 25, 2016 meeting minutes and Kvigne seconded.

Ackerman moved the approval of the September 2016 bills. Kvigne seconded. Motion carried.

Anderson presented the August 2016 Financial Report from the City of Minot along with a more accurate report of 2016 revenue. Ackerman asked to for information on what the Library’s cash reserves currently are and what they should be. Anderson said that she would get this information by the next Board meeting. Kvigne motioned to approve the Financial Report of August 2016 and Ackerman seconded. Motion carried.

There were no personal appearances.

1. September Director’s Report: Anderson reported on the following:

   A. Activities/Programs (August):
      a. 6 Story Hours - 100 attendees
      b. Summer Reading Wrap-Up Party – 550 attendees
      c. 5 “other” programs (Legos, Read Dog, Kindergarten Party etc.) - 292 attendees
      d. 1 TAG meeting – 6 attendees
      e. 2 Gaming Events – 19 attendees
      g. 2 Doodle Mondays/Open Swim – 7 attendees
      h. 3 “other” teen programs (Zumba, Larger than Life games, etc.) – 48 attendees
      i. 15 Tech Tutor Sessions completed
      j. “Color Me Happy” Coloring Club – 16 attendees
      k. Books ’N Brews Book Club – 12 attendees
      l. MSU “pop-up” library event – 25 attendees

      TOTAL = 1,090

   B. Building & Grounds Updates
      a. Air Conditioning → The Library received an invoice for $1,060.02 for work done on the 2011 Trane Air Conditioner. In August, the air conditioning unit installed in 2000/2001 was malfunctioning and inspection by Mowbray & Sons showed that there appears to be a leak in one half of the unit causing it to not run at full capacity. The technician suggested filling it next spring and that it would probably last through
the summer, but recommended that we look into replacing the unit within the next
couple of years.
b. **Exterior Rail (LIB024)**: Requests for Qualifications were published in the Minot
Daily News on 9/9/16 and 9/12/16 with a deadline of 9/22/16 for submission.
c. **Parking Lot**: Bechtold Paving came out and marked the areas to be filled and
hope to do the work the week of 9/12/16.
d. **Hydronic Piping**: Per Jay with Minot Plumbing & Heating the work on this project
should begin shortly as parts were received at the end of August.

C. **2017 Budget**: The Committee of the Whole was held Thursday 8/18/16 and the Library’s
budget was not questioned at this time. The first public hearing will be held 9/12/16 and
the final reading and public hearing will be held 9/19/16. Both of these public meetings
will be held in the City Council Chambers at 6:30 pm. Public attendance is strongly
encourages.

D. **Library Staffing**: Library Assistants took on the responsibility of shelving books as of
9/6/16. The Library is also hiring for a part-time Library Assistant due to a recent vacancy;
interviews should begin the week of 9/12. In addition, a staff picnic will be held on
9/18/16 at Oak Park to celebrate the end of a successful summer and plans for the
October 12th in-service have begun.

E. **Fall Programs**: Programs have been planned through the end of the year and include a
variety of exciting new events such as:

i. **Master Lego Builder**: The Children’s Library will host Dan Parker, a master
Lego builder presenting at the Hostfest, on 9/26 to talk about all the things
you can make with Legos

ii. **Tacos & Technology**: The first Tuesday of the month beginning on 10/4 staff
will demonstrate new technology available at the Library while attendees
enjoy “taco in a bag”

iii. **Minot Story Hour**: Continuing from a successful season, the MSH will return
to MPL with their first event on 10/15/16

iv. **Teens Rock Saturdays!**: Building off of teen interests, the teen gaming held
the second Saturday of the month will now include a Manga Club

v. **Tech Talks**: Technology Coordinator Josh Pikka will cover important
technology topics on 10/18 and 11/15

vi. **Fanatic-Con**: Held in conjunction with an early-release day for MPS, this
event on 10/26 is a celebration of all things teen

vii. **Fantastic Beasts**: Children, Teens and Adults are invited to celebrate the
release of the movie “Fantastic Beasts” with all things Harry Potter

Regular story times, crafts, adult coloring club and Tech Tutors also continue this fall.

F. **Library Logo**: Work on the re-design of the MPL logo will begin again the week of
9/12/16. Staff will be working with a different designer at Lowe’s to get a fresh start on this
process.

G. **Director’s Activities**: Anderson and Children’s Librarian Paulette Nelson attended the
Minot Public Schools orientation on 8/22/16. MPL was a “vendor” at this event and was
able to set up a table with library-related information and speak to some of the teachers and
staff. Anderson attended the “Summer Summit” training offered in Minot on 8/24/16 by the
ND State library. Anderson will be in Dickinson 9/21-9/23 for the North Dakota Library Association’s annual conference.

2. Board Business

a. **Report of the Building & Grounds Committee**: The Board’s Building & Grounds Committee met earlier in the day on 9/15/16. Ackerman, VanDelinder, Gessner, Anderson and Maintenance director Scott Timothy discussed work needed for the 2016/2017 exterior renovation including a timeline. Anderson reported that the legal ad for architect/engineering firm RFQs had been published twice and the deadline for packets was 9/22/16. Ackerman will abstain from participating in the selection of a firm as his firm will be submitting a packet. VanDelinder and someone from the City’s Engineering Department will meet the week of 9/26 to go through the packets. Two firms have already asked to come take a look and meet with Anderson, Anderson was instructed to document any specific questions that came up and send them to the other firms.

   i. The Committee also reviewed and made minor changes to Goal H of the Strategic Plan for recommendation to the Library Board.

b. **MPL Strategic Plan**: Anderson submitted the final draft of the MPL Strategic Plan. Included in this draft were recommendations from the Building & Grounds Committee as well as some changes to the Goal E (“make residents and organizations of the Minot community aware of the Library’s resources and services”) as recommended by Gessner along with other minor changes. Ackerman moved to approve and accept the Strategic Plan with these changes and VanDelinder seconded. The motion was carried by the following roll call vote: ayes: Ackerman, Gessner, Kvigne, VanDelinder.

Meeting Adjourned at 5:05 PM.

Janet Anderson, Acting Secretary