

Library Board Minutes
March 8, 2018

Roll Call:

Joseph McNelis, Sarah Volk, James Anderson and Katie Eskro. Also attending, Sandra Hannahs, Library Director, MaryJo Moorhead, library staff, Carissa Hansen, Librarian, and Joy Greger, library staff.

Absent: Karla Knutson.

Agenda:

McNelis called the meeting to order. Anderson moved to accept the Agenda with Volk seconding the motion. Motion carried.

Minutes:

Volk moved to approve the February 8, 2018 Library Board Minutes. Anderson seconded. Motion carried.

Financial Report:

-Bills discussed at the meeting included the following: City of West Fargo (computers and technology), Demco (furniture and equipment), Faronics (Deep Freeze program), F-M Ambulance (AED and CPR training), and Leach Public Library (Interlibrary Loan from four years ago).

-Eskro moved to approve the Financial Report. Volk seconded. Motion carried.

Director's Report:

Staffing/Training:

-The librarians will participate in various professional development opportunities this month.

-Carissa-LibTech, March 14-15.

-Lauren and Sara-Public Library Association Conference, March 21-24.

-Carissa-Midwest Archives Conference, March 21-23.

Programming:

-Popular February events included Beginning Knitting, Mahjong, and Coding for Kids.

-Hannahs discussed February's attendance figures.

Collection and Circulation:

-Hannahs discussed the circulation figures for February.

Library Hours:

-The library was closed on March 5 as a result of dangerous weather and road conditions.

-The library will be closed on March 30 for Good Friday and on April 1 for Easter Sunday.

Policies and Procedures:

-Nothing to report.

Technology:

-Work still continues on the library's new website.

-The library has requested the installation of data ports for the librarians' new office.

-Installation of several new computers and monitors continues.

Facilities:

- Hannahs discussed possibly installing a film on the upstairs windows to prevent sun damage to the books. Estimates have been around \$13,000. These funds would come from a capital improvements line in the library budget. Hannahs asked if the Board would approve her moving forward with the installation. Board approved of the installation.
- Hannahs also discussed the prospect of removing the wall dividing the Meeting and Training rooms to make one large room with a divider.
- Hannahs is also discussing the possibility of the schools creating an outdoor library space for the patrons.

Miscellaneous:

- The library's request for an ergonomics grant has been submitted to WSI.
- Staff performance reviews have been conducted for 2018 Quarter 1.
- ODIN has issued an RFI for a new ILS.
- Several applications for the Library Board have been received.
- The application for State Aid has been submitted.
- The library's annual report to the state library is in progress.
- Hannahs plans to take a vacation the week after Easter.
- The library will participate in the City employee health fair on April 6.
- Library has started to make calls to patrons with outstanding fines.
- Friends of the Library will be meeting on March 13.

New Business:

- The Board plans to invite Mayor Mattern to the April meeting.

Unfinished Business:

- Hannahs discussed some possible additions to the current Strategic Plan concerning library outreach. These additions included ideas about delivery of library materials to home bound patrons and delivering "book boxes" to daycares and other organization.
- Anderson moved to add proposed addendums to the Strategic Plan. Eskro seconded. Addendums approved.
- Hannahs discussed the PTO prize at the Staff Christmas Party with Tina. She responded with the answer that the PTO prize would continue to be offered, but that library part time staff members would have other options if their name was drawn.

Announcements: -Next meeting is April 12, 2018 at 5:30 p.m.

Adjournment: Eskro moved to adjourn the meeting. Volk seconded. Meeting adjourned.