

Library Board Minutes
April 12, 2018

Roll Call:

Joseph McNelis, Sarah Volk, James Anderson, and Karla Knutson. Also attending, Sandra Hannahs, Library Director, Carissa Hansen, Librarian, Sara Enger, Librarian and Joy Greger, library staff.

Absent: Katie Eskro.

Agenda:

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

Minutes:

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

Financial Report:

-Bills discussed at the meeting included the following: Dr. Mary's Books (a new book), E & L Bindery (bound version of the Pioneer), Hoopla and Midwest Tape (use in the library), HP Inc. (new technology 2018 computer order), and JobsHQ (recruiting for library assistant position).

-Hannahs pointed out a line from the Financial Report which read Miscellaneous Revenue. This was for a bounced check.

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

Director's Report:

Staffing/Training:

-Rachel Grindberg will be leaving the library as of April 30. Interviews have been conducted to find a replacement and an offer is being extended.

-Kay Jacobson will be leaving as of April 30.

-Carissa Hansen attended the LibTech (3/14-3/16) and Midwest Archives (3/22-3/24) conferences.

-Sara Engler and Lauren Nephew were unable to attend the Public Library Association conferences (3/21-3/24) due to flight cancellation caused by winter weather conditions. They were able to attend the virtual conference.

Programming:

-Popular March events included the annual gardening event and Hour of Code for teens.

-The library participated in various outreach events, including Schools Alive at the Rustad Recreation Center.

-Hannahs discussed March's attendance figures.

Collection and Circulation:

-Hannahs discussed the circulation figures for March.

Library Hours:

-The library was closed on March 30 (Good Friday) and April 1 (Easter Sunday).

Policies and Procedures:

-Nothing to report.

Technology:

- Work continues on the library's new website, including custom work on the search box.
- Progress has been made on connecting the library to City Internet.
- About half of the public computers have now been upgraded to Windows 10.
- Because of City policy, the library is no longer able to update the public computer management setting itself and will have to request changes through City IT.

Facilities:

- Nothing to report.

Miscellaneous:

- The library's request for an ergonomics grant from WSI has been approved and orders are being submitted to the vendor.
- Sara Engler has been working on a grant request from the Arts Partnership.
- Ellen Kotrba, the Interim Director of the ODIN group, has been officially named Director.
- Three applications for the Library Board have been received thus far for the two seats which will open this summer. Closing date for applications is May 1.
- The library's annual report to the State Library has been submitted. (NDCC requires that the library submit a report to the City Commission in July)
- One Book, One Community has announced the title of their 2018 community read: *The Cartographer of No Man's Land*, by P.S. Duffy.
- Kathy Vander Vorst stopped by the meeting to discuss the book and events surrounding the book.
- The Friends of the Library will hold their Spring Book Sale this weekend, April 14-15.

New Business:

- Board discussed the 2019 Budget Proposal.
- Hannahs pointed out spending columns, the 2018 budget, the 2019 proposed budget, and the comparison between the both.
- Hannahs also had a list of changes. Certain lines will be labeled differently as to align with the City's categorization of spending.
- Hannahs asked for Board approval to change a part time program assistant to full time program assistant.
 - Anderson made a motion to approve the upgrade to a full time position. Knutson seconded. Motion passed.
- Hannahs asked for Board approval to add funding for a technology assistant and part time summer help for the Historical Center.
 - Knutson motioned to approve the funding. Volk seconded. Motion passed.
- Hannahs discussed reasons behind budget changes for specific categories such as technology and office supplies.
- Hannahs discussed the prices of many of the library e-resources and the possibility of adding a resource called Linda.
- Hannahs discussed a minor increase in cost of books and shipping, as well as an increase in the cost of advertising for library events.
- Hannahs asked the Board for tentative approval of the 2019 Budget pending completion of staffing costs.
 - Volk made a motion for tentative approval. Knutson seconded. Approval passed.

-Hannahs asked for Board approval of an offsite book event in June, led by Carissa Hansen at JL Beers in West Fargo. Individuals would bring a book that they are nostalgic about to the meeting and talk about the books with all those that attend.

-Knutson motioned to approve the event. Volk seconded. Event was approved.

Unfinished Business:

-Nothing to report.

Announcements: -Next meeting is May 10, 2018 at 5:30 p.m.

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