

Library Board Minutes  
May 10, 2018

**Roll Call:**

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

Absent: Karla Knutson.

**Agenda:**

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

**Minutes:**

Anderson moved to approve the April 12, 2018 Library Board Minutes. Volk seconded. Motion carried.

**Financial Report:**

-Bills discussed at the meeting included the following: Business Essentials (ergonomic furniture), CivicPlus (training fees), Dell Marketing (technology, office software), Eide Bailly (background checks and drug tests), Hoopla, HP Inc. (monitors and laptops), Innovative Office Solutions (new owner of Brown and Sanger), Kringen Accordion Band (Summer Reading Program performer), and Rivistas (magazine subscriptions).

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

**Director's Report:**

**Staffing/Training:**

-Two new library assistants have joined the staff: Monica Hyde and Lorrie Frendin.

-Carissa Hansen and Sandra Hannahs attended online training for the CivicPlus website.

-Sandra Hannahs attended one day of the ND State Library's Renewal and Development conference in Bismarck.

-Sara Engler has completed a course on Pop-Up Libraries.

**Programming:**

-Popular April events included the Maker's Challenge, Mahjong, Lego Mania and a session on Ancestry.com.

-The library participated in various outreach events, including the Senior Extravaganza II on April 26.

-Hannahs discussed April's attendance figures.

**Collection and Circulation:**

-Hannahs discussed the circulation figures for April.

**Library Hours:**

-The library will begin its summer schedule on Memorial Day weekend, with closing on Sunday 5/27, Monday 5/28, and then Sundays throughout the summer.

**Policies and Procedures:**

-Nothing to report.

**Technology:**

- Work continues on the library's new website.
- The library's connection to City Internet is being delayed until fall.
- Midco has awarded a grant (\$1500) to the library towards the purchase of a new AWE computer for children. Carissa Hansen prepared the grant proposal.

**Facilities:**

- A group of three high school kids snuck into the training room Wednesday, May 9, evening. They damaged a table and the police were called.

**Miscellaneous:**

- The Friends of the Library took in \$1439 at their spring book sale on April 14-15.
- The Friends gifted a \$10 gift card to each library employee in recognition of National Library Week.
- Library2Go held their spring meeting on April 30.
- Quarter 2 staff reviews are in progress.
- School tours are underway.
- The library will participate in the Park District's Bookfest on June 7.
- The Little Red Reading Bus is scheduled to start on June 4.
- Summer Reading Program begins June 4.
- The library waived fines of \$639.31 during Fine Amnesty Week.

**New Business:**

- Board looked at and discussed the applications for the two openings.
- The Board decided that they would like more information from all the applicants. Hannahs will follow up with applicants and/or references. She will report back during next month's meeting.

**Unfinished Business:**

- Hannahs stated that the Board will have to wait until the next meeting to approve the final budget until decisions can be made about possible retirement payouts. The budget may include half year payouts or using the library's reserve fund to pay any possible retiring employees.

**Announcements:** -Next meeting is June 14, 2018 at 5:30 p.m.

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