

Library Board Minutes
June 14, 2018

Roll Call:

Joseph McNelis, Sarah Volk, James Anderson, Karla Knutson, and Katie Eskro. Also attending, Sandra Hannahs, Library Director, Mary Jo Moorhead, library staff, and Joy Greger, library staff.

Absent: None .

Agenda:

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

Minutes:

Anderson moved to approve the May 10, 2018 Library Board Minutes. Eskro seconded. Motion carried.

Financial Report:

-Bills discussed at the meeting included the following: Baker Garden and Gifts (presentation fee for class), Bismarck Tribune (annual subscription), Brokerage Printing (magnets for new patrons), Christopher Goltz (work on the website), VISA cards (#2 printing charges for SRP newsletter), Inspire Innovation Lab (January-May events), LARL (signage for community read program), Printer Solutions (jammed printer), Traveling Lantern Theater Company (performance for SRP kick off), and Tumbleweed Press (annual subscription to TumbleBooks)

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

Director's Report:

Staffing/Training:

-Gay Galles has submitted her resignation from her position as PT Library Assistant-Historical Center. Her last day will be July 9. Library has already interviewed a possible replacement.

-Hannahs asked for Board permission to negotiate the salary step placement for the Historical Center position, if needed and permitted by City HR.

-Knutson motioned to approve the request. Eskro seconded. Request was approved.

-Library staff participated in mandatory City emergency training on 5/14.

-Kathy Vander Vorst attended a webinar on Programs for Patrons in their 20s and 30s on 5/31.

-Sandra Hannahs attended a webinar on Mental Health in the Public Library on 5/29.

Programming:

-Popular May events included Free Comic Book Day, a Smartphone Basics Class, and Mahjong.

-The library welcomed a total of over 1,300 students who participated in school tours.

-Hannahs discussed May's attendance figures.

Collection and Circulation:

-Hannahs discussed the circulation figures for May.

Library Hours:

-The library will be closed July 4 for Independence Day.

Policies and Procedures:

-Nothing to report.

Technology:

- The library's new website went live on June 1.
- The library's phone numbers will change when a new phone system is installed.
- Laptop computers have been purchased for librarian use.
- City moved the library's server to City Hall.

Facilities:

- The librarians have moved to their new office. The library is still awaiting delivery of some pieces in order to install furniture in the staff work room.
- Hannahs mentioned that custodians are not as available during the summer hours.

Miscellaneous:

- Carissa Hansen and Mayor Mattern were presented with a grant check from the Midco Foundation on 5/29. This will be used towards the purchase of an AWE computer for children.
- The Sheyenne High School students who vandalized a table in the training room are working to have it repaired/replaced.
- The City is pursuing a series of employee recognition events, including monthly lunches.
- The City's compensation review project is progressing. Job descriptions have been collected and forwarded to the agency conducting the review.
- The library's annual patron deletion project has run. Approximately 1,600 expired patrons were deleted from its records.
- ODIN directors met in Jamestown on 5/15. Topics of discussion included a revised fee schedule and progress on the ILS project. ODIN has adopted a new governance structure with an executive committee.
- Thank you to outgoing members!

New Business:

- Carissa has joined the City's Employee Recognition Committee. The City is hosting a "Casual Week" every month that would require a fee of \$10 for any participating employees. The City was willing to lower the fee to \$1 per shift for part-time library employees who wish to wear jeans. Hannahs asked that the Board approve a "Casual Week" for the library twice a year. Board discussed the possibility of the library purchasing polo shirts for its employees to wear with their jeans. In addition, the Board recommended that Hannahs survey the library employees to see if they would like to participate in a "Casual Week."
 - Knutson moved to approve a trial "Casual Week". Eskro seconded. The motion was approved.
- Hannahs distributed a draft 2017 Annual Report that the Board is required to present to the City Commission. After discussion, the Board gave its approval to present the report to the City Commission.
 - Volk motioned to approve. Knutson seconded. Motion approved.
- Hannahs provided a revised job description for a technology assistant to the Board to discuss. Hannahs asked for approval of the revisions.
 - Eskro moved to approve the revisions. Volk seconded. Motion approved.

Unfinished Business:

- Board discussed the new applicants' answers to questions that Hannahs had asked them, as requested during last month's meeting.
- Knutson moved to recommend that the City Commission appoint Steve Anglin and Larry Schwartz as new Board members. Volk seconded. Motion approved.

- Hannahs discussed the 2019 Final Budget Proposal. Hannahs raised some concerns about the part-time employee salary line. Hannahs asked the Board to approve the budget.
- Board made it known that they are extremely uncomfortable with the idea that the City could spend down the library's reserve without discussing it with the Board members.
- Board would like Tina Fisk to attend next month's meeting to discuss this issue with them.
- Eskro recommended that the Board request that all City Commissioners and the Mayor attend at least one meeting over the next year.
- Eskro moved to approve the proposed budget. Volk seconded. Budget approved.

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

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