

Library Board Minutes  
July 12, 2018

**Roll Call:**

Sarah Volk, Karla Knutson, Steve Anglin, and Eric Gjerdevig. Also attending, Sandra Hannahs, Library Director, Mary Jo Moorhead, library staff, and Joy Greger, library staff. Carrie Scarr, member of the public. Tina Fisk, City of West Fargo.

Absent: Larry Schwartz.

**Agenda:**

Volk called the meeting to order. Volk suggested moving the election of officers to the end of the Director's Report. Gjerdevig moved to accept the amended Agenda with Anglin seconding the motion. Motion carried.

**Minutes:**

Gjerdevig moved to approve the June 14, 2018 Library Board Minutes. Anglin seconded. Motion carried.

**Financial Report:**

-Bills discussed at the meeting included the following: Advanced Business Methods (photocopier maintenance), Arvig Media (Yellow Pages listing), Baker and Taylor (books and book covers), Barbara Keyes (travel reimbursement), Barnes and Noble (books and SRP prizes), Beth Rogness (gardening classes), Book Page (promotional booklet for patrons), Business Essentials (office supplies), CDW Government (adapters/cables), Center Point Large Print (large print books), CenturyLink (phone service), Constant Contact (e-newsletters), Demco (cd cases and vistafoil), First International Bank (Visa charges, Visa Card 1-continuing education for library staff), The Forum (annual subscription), Forum Communications Company (advertising/city briefs), Hoopla (monthly fee), ITD (Wi-Fi service), Inspire Innovation Lab (week of STEM classes), Jack and Kitty (group performing during SRP closing), Jobs HQ (job advertisement), Kathy Vander Vorst (reimbursement), LexisNexis (update to Century Code books), Midwest Tape (Hoopla), ND Insurance (property insurance), Penworthy Company (children's books), Sams Club (cleaning supplies and popcorn), Scott's Signs (SRP billboards), Vanguard ID (library cards), and Verizon (hotspot for vending machine and portable one for staff laptops).

-Board discussed the Unreserved Fund Balance line.

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

**Director's Report:**

**Staffing/Training:**

-Interviews are underway for a Historical Center assistant.

-Carissa Hansen completed her MLS degree in May, thus fulfilling a requirement of her hiring.

**Programming:**

-Popular June events included the Summer Reading Kick-Off Party and STEM Camp.

-SRP is a little over half way over and it is going very well! The library has 737 kids (preschool to 8<sup>th</sup> grade) registered for the program, which is a significant increase from the last two years (619 in 2017 and 585 in 2016). The library has had 17 kids who have read 30 hours and received their book as a prize. And as of 7/9, there were about 40 kids who have "successfully completed" the SRP and are on the list for the Bank of ND \$25 through the College SAVE program. There has been strong attendance at events throughout the summer including at movies, story times and the SRP specific activities. There are still a

number of events coming up in July and the library is also getting ready for the SRP Closing Party, which will include a performance by Jack and Kitty, an Emmy Award winning folk duo.

-Hannahs discussed June's attendance figures.

#### **Collection and Circulation:**

-Hannahs discussed the circulation figures for June.

#### **Library Hours:**

-The library was closed on Wednesday, July 4.

#### **Policies and Procedures:**

-Nothing to report.

#### **Technology:**

-New phones have been installed.

-The library is subscribing to Kit Keeper, which will allow it to organize checkouts of the book club kits.

-Data cleanup has begun in preparation for the future move to a new ILS-we're eliminating records for lost items, revising vending machine records, removing collections and collection codes no longer needed, and there will be much more cleanup to come!

#### **Facilities:**

-Installation of ergonomic furniture in the staff work room and in the Historical Center is underway, partially paid for through a grant from WSI.

#### **Miscellaneous:**

-Sara Engler has assisted at the Little Red Reading Bus, including story times. Here are some updates from the LRRB.

-The library's goal this summer was to get 500 kids signed up for library cards. They hit 500 in the second week of running! They are now well above 600!

-Another interesting stat-the library has purchased about 550 books and has brought in around 3,500 donated books so far.

-Volunteers are still needed to help at the bus.

-Training on OCLC Connexion has been completed (webinars and at NDSU) and implementation of the system is now underway.

-Hannahs discussed the popular Blind Date with a Book event. 90 adult books, 25 teen books, and 43 children's books have gone out.

#### **Election of Officers:**

-Gjerdevig nominated Sarah Volk as President of the Board and Karla Knutson as Vice President of the Board. Anglin seconded the motion. Motion was passed and officers were elected.

#### **New Business:**

-Tina Fisk from the City attended the meeting to discuss the Reserve Fund with the Board.

- Fisk pointed out that the Commission has not yet approved the spending of the fund, it is just a preliminary thought.

-The City is trying to keep the mil levy as stable as possible and has been watching the library's reserve fund growing over the past few years. It should be over \$1 million in 2019.

- Fisk discussed the possibility of the City using \$225,000 of the reserve fund to keep mill levies stable now in hopes that the City will be able to pose a referendum to promote expansion in the coming years.
- Fisk recommended having the library keep a presence at the Commission Meetings so that the library is kept a priority.
- The possibility of forming a committee to brainstorm about the best ways to help the library was discussed.
- Board further discussed the reserve fund with Fisk.
- Fisk again recommended to the Board that they attend the Commission meetings to defend the Library budget and keeping as much in the reserve fund as possible.
- Library patron had a bicycle stolen from the library on June. It was reported to the police. The police asked to see the library's security footage. Hannahs sat down with the police to allow them to view relevant video and provided still images.
- Sara Engler was awarded a grant from The Arts Partnership at their State of the Arts gathering on June 12. This will be used towards the cost of a series of "Encore Exhibits" in the upstairs corridor.
- Welcome to new Board members! We appreciate your support and your service.

**Unfinished Business:**

- None to report.

**Announcements:** -Next meeting is August 9, 2018 at 5:30 p.m.

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