

Library Board Minutes  
August 9, 2018

**Roll Call:**

Karla Knutson, Steve Anglin, and Eric Gjerdevig. Also attending, Sandra Hannahs, Library Director, Mary Jo Moorhead, library staff, Carissa Hansen, Technology Librarian, Kathy Vander Vorst, Adult Librarian, and Joy Greger, library staff. Carrie Scarr, member of the public.

Absent: Sarah Volk and Larry Schwartz.

**Agenda:**

Knutson called the meeting to order. Gjerdevig moved to accept the Agenda with Anglin seconding the motion. Motion carried.

**Minutes:**

Anglin moved to approve the July 12, 2018 Library Board Minutes. Gjerdevig seconded. Motion carried.

**Financial Report:**

-Bills discussed at the meeting included the following: Furniture and Equipment (library will be slightly overspent for the year), Miscellaneous (Fines, Sandra spoke about the fact that both Fargo and Moorhead libraries do not charge fines on children's items. She asked the Board if anyone had any strong objections about the possibility of getting rid of fines on children's items. The Board supported the idea), Brokerage Printing (letterhead, including the change in phone number), Heritage Education Commission (ad that will run in booklet at the Family History Workshop in Moorhead), Midwest Tape (fixing DVD collection), Motion Picture Licensing Corporation (license allowing library to show movies to the public), ND State Library (cataloging), OCLC (new method of cataloging), Online Dakota Information Network (ODIN membership fee), and Overdrive (online database annual fee).

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

**Director's Report:**

**Staffing/Training:**

-Petra Gunderson-Leith, the library's new PT Library Assistant in the Historical Center, started August 2.

-All staff members have completed the City's mandatory emergency training.

**Programming:**

-Popular July events included Make Your Own Fossil, Pinterest Party, and STEM Family Night.

-Hannahs discussed the SRP statistics.

-Library outreach included Little Red Reading Bus story times and the Farmers Market.

-Hannahs discussed July's attendance figures.

-Vander Vorst discussed the Adult SRP and the One Book, One Community events.

**Collection and Circulation:**

-Hannahs discussed the circulation figures for July.

**Library Hours:**

-The library will be closed 9/3 for Labor Day.

-Sunday hours resume for the school year beginning 9/9.

**Policies and Procedures:**

-Proposed revisions to the Interlibrary Loan Policy and the Proctoring Policy will be presented for Board consideration during New Business.

**Technology:**

- The library's new phone number has been released to the public.
- The library had some problems with the vending machine disconnecting.
- City IT has been working to install cable for additional data ports.
- Two new children's computers are being ordered.
- Hansen has been working to get Kit Keeper going for the Book Club Kits.

**Facilities:**

- The Lodoen Center's roof is being replaced.
- School custodians are being reassigned. Roxy Furos, who has cleaned the library for several years, has been assigned to a different site.

**Miscellaneous:**

- Progress is being made on the City's compensation review.
- The library has surpassed 20,000 ILL transactions (in-coming and out-going).
- It looks unlikely that the library will be able to offer an outdoor movie in the plaza, as had been planned, due to technology issues.
- Hannahs will attend this year's LJ Design Institute in Minneapolis, September 20-21.
- Projects currently underway include e-cards and revisions to our borrowing policies, including the elimination of fines on children's items.

**New Business:**

- The City has asked Board permission to close the library for West Fest, on September 15. Board approved request.
- Hannahs discussed revisions to the library's Interlibrary Loan Policy. Some of the changes include the elimination of the annual limit of ILL's, new patrons being able to request 2 ILL's when they first get a card, and the removal of a fee if a patron does not pick up an item.
- Gjerdevig motioned to approve the revisions. Anglin seconded. Revisions the ILL policy approved.
- Hannahs discussed the revisions to the Proctoring Policy. Some changes include the payment of fees in advance, no guarantee of a specific proctor, specification that no lock down browsers are allowed on library computers (they can still be used on personal computers, when allowed by institution), late patrons may be required to reschedule, no-show patrons can reschedule once but a second no-show can result in the inability to test, and a requirement of seven days advanced notice of testing.
- Anglin motioned to approve revisions. Gjerdevig seconded. Revisions to the Proctoring Policy approved.
- Knutson asked Hannahs to discuss the City's new quarterly review process.

**Unfinished Business:**

- Hannahs discussed the melding of the library's and City's policy manuals.
- The City has a casual week once a month, during which staff can pay \$10 and wear jeans every day that week. The library had a trial week. The four librarians and one program assistant participated. Next week is casual week for the city and they asked if the library could participate. Hannahs asked for the Board's opinion on the matter. Various points of view were voiced both for and against library employees wearing jeans.

- Vander Vorst suggested following the City's schedule of once a month casual week and casual Fridays.
- Hannahs stated that she would talk with staff about the library's dress code and possible casual weeks.
- Gjerdevig motioned that the Board revoke the previously Board approved Dress Code for the library staff and in turn grant Sandra Hannahs the right to create an appropriate dress code for library employees without needing the approval of the Board. Anglin seconded. Motion passed.
- The library is now free to join in with the City's casual Fridays and casual weeks.
- In a follow-up to Tina Fisk's visit, she stated in an email that there would be a Reserve Fund buy down of \$250,000.
- Hannahs shared a map of the West Fargo with a potential new library site with the Board.

**Announcements:** -Next meeting is September 13, 2018 at 5:30 p.m.

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