

Library Board Minutes
September 13, 2018

Roll Call:

Sarah Volk, Karla Knutson, Steve Anglin, and Larry Schwartz. Also attending, Sandra Hannahs, Library Director, Mary Jo Moorhead, library staff, Carissa Hansen, Technology Librarian, and Joy Greger, library staff. Carrie Scarr, member of the public. Frank Lenzmeier, member of the public.
Absent: Eric Gjerdevig .

Agenda:

Volk called the meeting to order. Schwartz moved to accept the Agenda with Anglin seconding the motion. Motion carried.

Minutes:

Schwartz moved to approve the August 9, 2018 Library Board Minutes. Anglin seconded. Motion carried.

Financial Report:

-Bills discussed at the meeting included the following: *The Forum* (subscription), Grand Forks Public Library (2 books ILL'ed but never returned), Innovative Office Solutions (formerly Brown and Saenger), Matthew Bender and Co. (updates to Century Code), North Dakota Library Association (registration for a future conference)(Sandra asked for Board permission to pay for the fees to send a part-times staff to the conference as well. They agreed), Network Center Inc. (new switch), Online Dakota Information Network (access to ODIN databases), Uline (tent), and West Fargo High School (class of 2019 year books).

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

Director's Report:

Staffing/Training:

-Kathy Vander Vorst and Sandra Hannahs will attend the Design Institute in Minneapolis on September 20-21. The library has been chosen to be a featured library.

-Five employees attended a training session on use of naloxone. Five employees were certified and provided with one dose each to bring back to the library.

-The NDLA Annual Conference will held in Minot on October 3-5. Lauren Nephew, Carissa Hansen, and Monica Hyde will attend.

Programming:

-Popular August events included the closing celebration for the Summer Reading Program and Mahjong gaming.

-The library participated in the Little Red Reading Bus closing celebration, the Farmers Market at the Rustad, and the Back to School Night.

-Hannahs discussed August's attendance figures.

Collection and Circulation:

-Hannahs discussed the circulation figures for August.

Library Hours:

-The library's winter schedule has resumed.

-The library will be closed on September 15 for West Fest.

Policies and Procedures:

-Proposed revisions to various borrowing policies will be presented for Board consideration during New Business.

Technology:

-The library's new E-card will go live on September 17.

Facilities:

-New signage for the upstairs rooms has been installed.

Miscellaneous:

-The Friends of the Library will hold their fall book sale on September 29 and 30.

-Mary Jo Moorhead and Petra Leith have been researching and writing a brief history of the City for the City website.

-The library has begun to order paperbacks from Baker and Taylor to come pre-covered.

-The Ken Andersen photography exhibit is scheduled to open September 18.

-The World War I exhibit is on display in the glass cases on the balcony. The public is invited to participate in the remembrance posters.

New Business:

-Hannahs presented changes to the borrowing policy. Alterations discussed included getting rid of the high school card, discontinuing the teacher and administrative cards, creation of an institution status, adding information for E-cards, and allowing patrons to use electronic proof of address.

-Hannahs presented changes to loss, theft and damage to library card policy.

-Hannahs presented changes to the renewals and holds policy. Alterations discussed included allowing patrons to renew items twice.

-Hannahs presented changes to late fees policy. Alterations discussed included not charging late fees on children's items with a few exceptions.

-Hannahs presented changes to lost and damaged materials policy.

-Hannahs presented changes to the circulation policy and fee schedule. Alterations discussed included an increase in number of CDs that can be checked out at a time, late fee changes on DVDs, and setting up a policy for accepting in-coming faxes.

-Knutson moved to accept all the policy changes. Schwartz seconded. Changes in policy approved.

Unfinished Business:

-None.

Announcements: -Next meeting is October 11, 2018 at 5:30 p.m.

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