

Library Board Minutes
January 10, 2018

Roll Call:

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

Agenda:

Volk called the meeting to order. Schwartz moved to accept the Agenda. Knutson seconded the motion. Motion carried.

Minutes:

Knutson moved to approve the December 13, 2018 Library Board Minutes. Schwartz seconded. Motion carried.

Financial Report:

-2018 Bills discussed at the meeting included the following: Great American Financial Services (fee to lease the new printers), HP Inc (replacement computer for staff member), Innovative Office Solutions (steel shelves,) Network Center Communications (security cameras), OverDrive (supplementary payment to the shared account), and Visa (bills for a variety of purchases).

-Hannahs discussed with the Board that the Library is 91% spent and with the bills discussed tonight it should be about 97% spent for the year. She also went over specific lines discussing the reasoning behind the expenditures.

- Anglin moved to approve the 2018 Financial Report. Schwartz seconded. Motion carried.

-2019 Bills discussed at the meeting included the following: North Dakota Library Association (membership fees).

-Knutson motioned to approve the 2019 Financial Report. Schwartz seconded. Motion carried.

Director's Report:

Staffing/Training:

-Kathy Vander Vorst is retiring from her position as Adult Services Librarian.

Hannahs asked the Board for approval to post for the position. Board approved.

-Alexandra Bowling has taken a new job and is unable to work her assigned shifts. The library has decided to keep her on the circulation roster on an on-call basis.

-Brittany Aldayel is now working full time in programming.

-The library has offered new positions to Sandy Dooley (PT circulation) and Robyn Rohde (PT circulation)

-The library anticipates interviewing for the PT Technology Assistant in the coming week.

Programming:

-Popular December events included Santa's Visit, the Kids' Blast, and the Gingerbread House Challenge.

-The Cheney Middle School Orchestra performed in the library on December 16.

-The library participated in the City's Tree Lighting Event on December 18.

-A new exhibit of hand-made pine needle baskets can be seen on the balcony.

-Hannahs discussed attendance figures for December.

Collection and Circulation:

-Hannahs discussed the circulation figures for December.

Library Hours:

-In addition to the scheduled holiday closings, the library closed December 27 (all day) and December 28 (until noon) due to weather and road conditions.

Policies and Procedures:

-To be discussed during New Business.

Technology:

-New printers have been installed and are being used on a lease basis.

-ODIN has delayed its selection of a new ILS for public libraries until at least January 11. The choice will be between Ill/Polaris and SirsiDynix/Symphony (Blue Cloud).

-The children's computer area has been reconfigured and now has two children's computers and one adult station.

Facilities:

-The library experienced a roof leak on December 28.

Miscellaneous:

-The library plans to launch the Kit Keeper for book club kit reservations on January 14.

-The library has surpassed 1,000 likes and follows on Facebook.

-Sara Engler will represent the library on the CEC.

-The Little Red Reading Bus has begun planning for Summer 2019.

-The State Library will be holding their Summer Reading Program workshop here on February 7.

-Staff training day will be held on February 18. The library will be closed.

-The Friends of the Library will hold their Winter Bag Sale on Saturday, January 26.

-*The Forum/Pioneer* has published two articles about the library's technology classes, based on a November 21 interview with Carissa Hansen.

-KVRR aired a report the library's New Year's Eve Kids' Blast.

-The 2019 NDLA conference will be held in West Fargo in September.

New Business:

-Hannahs discussed proposed changes to the Collection Management Policy. For example, she pointed out information that was added about graphic novels and book club kits.

-Knutson motioned to approve the amendments to the policy. Anglin seconded. Policy changes approved.

-Hannahs asked for Board approval to advertise for the Board positions that will be opening up in the next few months. The Board approved.

Hannahs asked if the Board would like her to add an attachment with questions to the Board application. Board stated that they would like for this to happen.

Unfinished Business:

--Hannahs asked the Board when they would like to meet with the architects. Hannahs suggested moving the Board meeting to February 13 or February 21 as opposed to holding the regularly scheduled meeting on February 14.

-The Board agreed to suggestions with February 21 being the optimal date to meet.

Announcements: -Next meeting will be at 5:30 p.m. on a date to be determined.

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