

**Board of Trustees
Fargo Public Library
Fargo City Commission Chambers
200 North 3rd Street, Fargo, ND 58102
Minutes of April 19, 2016**

Present: Helen Levitt, Herb Snyder, Howard Barlow, Gary Groberg, Becky Walen, Mary Dickson
Absent: MaryBeth Hegstad
Other: Mike Williams, Fargo City Commissioner
Bob Jansen, President of Friends of Fargo Public Library
Patty Mastel, FM Area Foundation
Staff: Tim Dirks, Steve Hubbard, Lauren Johnson, Ginny Mueller

The meeting was called to order by Board Chair, Helen Levitt, and a quorum was declared.

Order of Agenda

A motion was made by Mary Dickson to approve the Order of the Agenda. Herb Snyder seconded the motion; motion carried.

Minutes of February Meeting

Herb Snyder moved to approve the minutes of the February 16, 2016 meeting. Gary Groberg seconded the motion; motion carried.

Staff Report

Steve Hubbard presented upcoming library events, as follows:

1. The Start a Series Book Club for kids meets tomorrow at 4 p.m. at the Main Library. The featured title is *Harriet the Invincible*.
2. The Northport Classics Book Club meets tomorrow at 6:30 p.m. at the Northport Library. The featured title is *Mrs. Dalloway* by Virginia Woolf
3. Two Voter Information Sessions are set for late April at the Main Library. Each session will cover topics such as where to vote, who can vote, what are the acceptable forms of identification when going to vote, how to obtain an absentee ballot, and the primary election voting rules. These events are in partnership with The League of Women Voters of the Red River Valley.

Sessions are set for the following dates and times:

- Thursday, April 21 – Main Library at 4 p.m.
 - Thursday, April 28 – Main Library at 7 p.m.
4. Baby Rhyme Time is set for this Thursday, April 21, at the Dr. James Carlson Library in the morning and at the Main Library in the evening.
 5. “Intro to Photography, Part 2” class is set for Monday, April 25, at the Main Library. This is the 2nd of 2 classes and registration for the photography classes filled up quickly. The

first “Intro to Photography, Part 1” was April 18. Bob Splichal is the instructor for both sessions; he is a self-taught, advanced photographer.

6. April Movie series features films from the 1960s; the series ends Sunday, April 24. This 4-part series screens films on Sundays in April at the Main Library. Local film critic and historian Tony McRae, and film enthusiast Matt Olien introduce and lead a brief discussion of each of the films. Films in this series:
 - Sunday, April 3: *Hud (1963)*; 20 people attended
 - Sunday, April 10: *Cool Hand Luke (1967)*; 25 people attended
 - Sunday, April 17: *Bonnie and Clyde (1967)*; 16 people attended
 - Sunday, April 24: *Planet of the Apes (1968)* – last film in the series
7. Crafternoons @ Carlson continues to meet on Mondays at the Dr. James Carlson Library branch. Each week features a different craft for kids to make and take home. The next session is Monday, April 25.
8. The Current History Book Club meets April 26th at 7 p.m. at the Main Library. A dedicated group of readers regularly attends these book club sessions. April’s title is *Pirate Hunters: Treasure, Obsession, and the Search for a Legendary Ship* by Robert Kurson.
9. In early May the Friends of the Fargo Public Library will host a used book sale. Sales are set for the following days, times and locations:
 - Friday, May 6 – 11 a.m. to 6 p.m. at the Northport Library & Carlson Library
 - Friday, May 6 – 3:30 to 5:30 p.m. at the Main Library – A Special Members Only sale for Friends members; memberships will be available at the door.
 - Saturday, May 7 – 9 a.m. to 6 p.m. at the Northport Library & Carlson Library
 - Saturday, May 7 – 9 a.m. to 4:30 p.m. at the Main Library; there will be a Bag Sale from 2:30 to 4:30 p.m.
10. The library’s annual Gardening Series is coming up in May.
 - *Part 1: Growing Cut Flowers with Barb Laschkewitsch from NDSU* is set for Tuesday, May 3 – Main Library at 7 p.m.
 - *Part 2: Square Foot Gardening with Ron Smith* set for Tuesday, May 10 – Main Library at 7 p.m.
 - *Part 3: Bee’utiful Landscapes: Building a Pollinator Garden with Ester McGinnis* set for Tuesday, May 17 – Main Library at 7 p.m.
 - *Part 4: Blossom Barter – Come with Plants to Trade!* Set for Tuesday, May 24 – Main Library at 7 p.m.
11. Planning is underway for Summer Reading Program (June 6 – August 6) for Kids, Teens and Adults! We are excited to offer lots of activities, concerts, crafts and events centered on the idea of “On Your Mark, Get Set, Read!”

Highlights of past library events are as follows:

1. National Library Week was last week (April 10-16). The theme for this year was “Libraries Transform” and we offered lots of events for all ages.

2. April is National Poetry Month. The library hosted a noncompetitive Poetry Slam event on Tuesday, April 12, at 7 p.m. at the Main Library. 15 enthusiastic people attended.
3. April is also Jazz Appreciation Month*. The first Celebrate Jazz! Spring concert featuring the NDSU Faculty Jazztet was on Saturday, April 16 at 2 p.m. at the Main Library. 35 people attended the concert.
A 2nd concert in the Celebrate Jazz! series is set for Saturday, April 30, at 2 p.m. at the Main Library. The NDSU Student Jazz group will perform.
*It should be noted that there is a display of vintage photo prints and vintage jazz concert posters on display at the Main Library as part of Jazz Appreciation Month. These items were loaned to us from Yvonne Condell; they are from her late husband's - Dr. James Condell's - collection.
4. The library's annual Design-A-Bookmark Contest for Kids went well. We had 172 entries! The winning designs are currently on display in the Children's Room at Main and will be sent to be printed into bookmarks at the end of April.
5. A Backyard Astronomy event was presented by Trevor McGuire of the Fargo-Moorhead Astronomy Club on March 21 at the Dr. James Carlson Library; 25 people attended.
6. A Backyard Birding program was presented by Dr. Ron Miller on March 24 at the Main Library; 31 people attended.
7. Project English continues to be well-attended each week at the Dr. James Carlson Library. Attendance continues to average 18 each Tuesday evening plus several volunteers from the Rotary to facilitate the training.

With regard to marketing efforts for the FPL:

1. The library's Facebook page currently has 2,347 "Likes."
2. The library's Twitter account (@fargolibrary) has 438 Followers.
3. The library's Instagram account (fargopubliclibrary) has 43 Followers.

News features:

1. A local TV station did a nice feature on the "Make 'Em Laugh" event on April 9. They also did a feature on the Paws to Read, a monthly program for emerging readers. The Paws to Read program is in partnership with Therapy Pets of the Red River Valley.

Chair Helen Levitt expressed her thanks to the staff for doing a fantastic job.

Steve introduced the Library's new staff representative, Lauren Johnson, who will begin giving the staff report at the May meeting. Chair Helen Levitt stated that it's been a pleasure to have Steve Hubbard as the staff representative the past three years and thanked him for his service. Welcome to Lauren.

Director's Report

Tim Dirks directed the board to his report in the packet. In continual efforts to be as efficient as possible, Dirks has been working with MBN Engineering. They have conducted a study of the HVAC and lights usage at both the Main and Carlson Libraries. They have recommendations which would save us a substantial amount of money. City Finance has agreed to fund the HVAC system, which could save \$10,000 this year. The Planning Department is researching grants that will assist in lighting changes.

Dirks stated that he attended the Public Library Association's Annual Conference held in Denver in April. Of special interest were workshops on Trauma Care, which we are addressing with our outreach person and staff education. Also, there are apps being developed whereby we could use a number of vendors to loan e-content using one page for patrons to interface with.

Statistical Reports

March Usage

In March, there were over 42,000 registered patrons. Our attendance increased over March 2015 and year-to-date. Program attendance is down slightly year-to-date. Volunteer hours are up, thanks to the efforts of recruiting and training of Pam Strait. Internet signup is strong and electronic activity is steady.

Total circulation is down less than 2%. CD circulation numbers have declined. This is possibly due to the number of streaming services available. We will continue to be diligent in monitoring usage to keep on top of circulation.

March Financials

We are 25% through the year and have expended almost 24% of our budget. We are looking for a positive impact due to our efforts in reducing utility expense, as mentioned above.

We have received a gift of under \$6,000 from the Kathryn Estee Estate. Also, we have been receiving donations from staff and the board for the Officer Moszer Memorial Fund. Those funds will be used to purchase children's books about police officers and first responders for all three locations.

Revenue for the year is on target with our forecast.

Mike Williams explained the eFargo contest, which is a \$5 million Georgetown Energy Challenge. We are in 3rd place at present and have saved over \$2.2 million so far. This is for residential and municipal buildings, excluding commercial buildings.

Williams also stated that the bond bill passed for the new City Hall. There will be a meeting at 8:00 AM to introduce the design for City Hall and plaza.

Friends of the Library Report

Bob Jansen reported that plans are in the works for the Spring Book Sale, to be held in the Community Room of the Main Library on May 6th and 7th. We are somewhat light on inventory and are encouraging people to donate their used books.

The Friends have donated \$480 for the BookPages publication at the Main Library. \$300 was previously donated for the subscription at the Carlson Library. Other approved donations include \$1,500 for purchasing books to be used as prizes for Children's Summer Reading Program and \$500 for a magician program, also as part of the Children's Summer Reading Program. We are expecting a request soon for the One Book One Community project.

Book sales are up compared to the first three months of 2015. We are also seeing donations from Microsoft employees, as a part of Microsoft's matching funds program.

Our book store employee funded by Experience Works has resigned and we are eagerly awaiting a replacement.

The Friends are concerned that the sales at the book store will decline because of the construction in the area. We are looking to find other spaces where we may be able to sell used books.

Chair Helen Levitt stated that the library is indebted to the Friends for all of their contributions to the library.

New Business

Zero Tolerance Policy Draft

Director Dirks introduced the draft of a policy change in the Zero Tolerance Policy. The original policy was approved in 2012 and has been vigorously applied. Now that the city has a Community Outreach Coordinator on staff, who has the resources to follow up with patrons who have exhibited bad behavior in the past, we are in a better position to create an incentive for harm reduction in their lives. The draft language, which appears in red in the board packet copy, adds *either temporarily or permanently* barring them from entry into all library *locations per the discretion of Library Administration. The permanent barring from library location will be enforced by a no-trespass order.* The change provides the possibility to return to the library for individuals who have been previously trespassed.

Dirks explained that a No Trespass Order is issued if an individual is causing trouble and the police are called. The police department asks if the library wants that individual trespassed. If so, the paperwork is done at the police department and library staff is notified. If the individual shows up again, the police are contacted and the individual is ejected.

Herb Snyder moved to approve the Zero Tolerance Policy as amended. Howard Barlow seconded the motion. Motion passed.

2015 Annual Report Document

As directed by our Strategic Plan, an Annual Report document has been prepared for the library since 2012. Copies of the 2015 Annual Report were distributed. Director Dirks said this is a fun project to do and Melisa Duncan has been the point person in securing the final product. Copies will be sent to elected officials, city leaders, stakeholders and donors. Copies will be available at all locations.

Downtown Construction Update

Nathan Boerboom, City of Fargo Engineer, presented an update of the large projects being undertaken this spring and summer. This includes the pump station construction, which began in the fall of 2014, underground infrastructure, floodwall, and the new City Hall.

Impacting traffic and parking for this summer will be

- 2nd Street closed for summer of 2016

- 1st Ave N closed through fall of 2016

- 3rd Street/1st Ave intersection will close in August

- Civic Lot will not be available during this time

Foot traffic to the library should come from the west. Restriping of the west parking lot of the Fargo Public Library will allow for some additional parking spots.

Some projects will be completed by November, 2016. At that time 2nd Street and 3rd Streets will be open and the Civic Parking Lot will have some available parking spots.

The Link Bus can assist patrons in getting to the library. They would park at the Moorhead Center Mall and ride the bus. Melisa Duncan is working with City PR in updating our webpage with closures and parking availability.

This area is going to be a mess for two years.

Chair Helen Levitt stated that it's going to be wonderful when it's done. In the meantime, the library has challenges:

- How to get the word out to patrons

- How to continue with programming

- How to keep the sanity of the library staff

2015 FPL Endowment Fund 2015 Activity Report

Patty Mastel, Finance Director with the FM Area Foundation, was introduced and welcomed. As noted in the board packet, the balance in the Endowment Fund at the end of 2015 was \$362,830.01. The income earned has been reinvested into the Endowment Fund each year. The 2015 Administrative Allocation charged by F-M Area Foundation was \$3,332.78 and the Trustee Management Fees (Bank of the West) totaled \$934.31.

Ms. Mastel explained to the Board that the Fargo Public Library currently has two endowment agreements with the F-M Area Foundation, and provided a copy of each.

1. The first is entitled Fargo Public Library Endowment Fund, dated December 21, 1993. The last sentence of Paragraph 2 disqualifies the endowment from the qualified tax credit offered by the State of North Dakota. The sentence reads as follows:
 - a. The Library retains the right to request distribution from principal.
2. The second is entitled Fargo Public Library Endowment Fund II Agreement, dated December 28, 2007. This endowment excludes the above sentence and therefore qualifies for the North Dakota Charitable Tax Credit.

Becky Walen thanked Ms. Mastel for her explanation of the present state of the endowment. North Dakota tax credits will likely grow in the coming years and we want very clean lines as to the purpose of the contributions.

Becky Walen made a motion to separate the endowment into two funds, based on the permanent endowed agreement and initial temporary restricted fund of the Fargo Public Library. Howard Barlow seconded the motion. Motion passed.

F-M Area Foundation will track each fund separately and report on an annual basis. It was decided that contributions for 2015 be placed in the permanent endowment fund. A request must be made to F-M Area Foundation, along with a copy of the minutes of this Board Meeting, in order for the transfer to be made.

Public Comment

There was no public comment.

Next Board Meeting

The next regular Board Meeting is scheduled for Tuesday, May 17, 2016, at 4:00 PM in the Commission Room.

The meeting was adjourned at 5:17 PM.

Respectfully submitted,

Ginny Mueller