

**Board of Trustees
Fargo Public Library
Fargo City Commission Chambers
200 North 3rd Street, Fargo, ND 58102
Minutes of May 17, 2016**

Present: Helen Levitt, Howard Barlow, Gary Groberg, MaryBeth Hegstad, Mary Dickson
Absent: Herb Snyder, Becky Walen
Staff: Tim Dirks, Lauren Johnson, Ginny Mueller

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

Order of Agenda

Tim Dirks stated that the date of the next regular meeting noted on the agenda is incorrect. It should be June 21st instead of June 15th. A motion was made by MaryBeth Hegstad to approve the corrected Order of the Agenda. Mary Dickson seconded the motion; motion carried.

Minutes of April Regular Meeting

Gary Groberg moved to approve the minutes of the April 19, 2016 meeting. Mary Dickson seconded the motion; motion carried.

Staff Report

Lauren Johnson presented the Staff Report as follows:

Staff updates and Staff development activities:

- One of our librarians, Sarah Nelson, applied and was selected to attend the MPLA Leadership Institute in Denver. MPLA is the Mountain Plains Library Association. Attendees work together with mentors from the institute to improve their leadership skills. We are very proud to have her be part of this event. This is a seminar that some of our other employees (Lori, Beth and Amber) have also attended.
- We also have a new part-time Technology Assistant, who started this month. We are excited to have that position filled.
- 11 library employees are being recognized at the Employee Recognition banquet tonight. Their time working at the library ranges from 5 up to 25 years.
- The library departments have been competing in a Walking Challenge, which is wrapping up on May 19th. This challenge was put together by our Staff development team and has been very popular with the library employees. Staff Development has also rented out the Fargo Theater for library employees to see a movie on May 29th, this was made possible thanks to a donation from the Friends.

Outreach updates:

- In the last month the Outreach department has added two new sites, each with a new volunteer. The sites are Eventide (across from Scheel's Arena) and North Sky Senior Apartments (4825 28th Avenue South). Outreach currently has 35 active volunteers!
- Invitations to the library Volunteer Appreciation Event have gone out. We hope our board will be able to join us for lunch Tuesday, May 24, 11-1 at The Boiler Room, 210 Broadway. Please

RSVP to Kirstie at krcarlson@cityoffargo.com or 298-6954. Feel free to pop in and out as you need. We hope to see you there!

Programming:

Adult programming:

Upcoming events (a partial and incomplete list):

A **Safeguarding Seniors** seminar that will be on Thursday, May 19, at 1 p.m. at the Dr. James Carlson Library. This seminar offers tips on how seniors and their caregivers can avoid fraud financial abuse.

- The library's annual **Gardening Series** continues: *Part 3: Bee'utiful Landscapes: Building a Pollinator Garden with Ester McGinnis* is set for tonight Tuesday, May 17 – at the 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.
- An ***Alice in Wonderland*** themed event titled **"Adventures in Wonderland"** is planned for Sunday, May 22, at 2 p.m. at the Main Library. This program will have a tea party, a Cheshire Cat scavenger hunt, and a craft. Costumes are encouraged, and there will be a photo booth. This event is open to adults, teens, and families.

Notable Past events & programs (again, a partial list):

- April was Jazz Appreciation Month and the 2nd concert in the **Celebrate Jazz!** series was held **Saturday, April 30**, at the Main Library. The NDSU Student Jazz group performed in front of 31 people.
- An **International Day of the Book** event was held at the Main Library (April 23) and featured 400 years of Cervantes and Shakespeare. 70 people attended this event presented by Stanford professor Dr. Roland Greene. This event was part of NDSU's Quixote Café program series.
- An **"Intro to Photography, Part 2"** class was held Monday, April 25, at the Main Library. This was the 2nd of two photography classes as part of the series taught by Bob Splichal. 15 people attended; registration filled up quickly.

Children's programming:

- I brought in copies of the winning bookmarks from the 7th Annual Design a Bookmark contest, along with the Children's Summer Reading Program schedule, which I will talk about later.
- The craft series, Crafternoons at Carlson will wrap up for the season on Monday, May 23rd. This is a weekly craft program that has brought in over 800+ children and parents to the library in the last 18 weeks. This was a very successful program that we plan on continuing in the fall.
- The Children's department has also been hosting many tours of the Children's library for local schools and day cares.
- Note on Construction-Construction around the library has been difficult at times, but on the plus side the kids love to watch the equipment from the Children's library windows!

Summer Reading Program:

- The **Summer Reading Program** will run June 6 – August 6. This year's program is called On Your Mark, Get Set, Read!
- The kids' theme (of the same name): **On your mark, get set,...READ!** : The program is the same as in years past, with children earning prizes for every 5 hours they read, at 30 hours they receive their free book. Thank you to the Friends for providing \$1500 for the books that we give away. The grand prize this year is a bike and helmet, which is on display in the Children's library.
- The teen theme: **Get in the Game, READ!**
- The adult theme: **Exercise your mind. READ.**

- The Childrens Summer Video was shown and enjoyed by all.
- In addition to billboards and PSAs, the SRP video is on the library's Facebook page, it was shared on Twitter and is running on the City of Fargo's video channel. This video was sent to Fargo Public School librarians and private school librarians to show during May. The video was also sent to the Fargo Public School communications office to show on Channel One in middle school and elementary school classrooms. Thank you to Sarah Nelson, Brian Sellin, and Melisa Duncan. Our mascots from Concordia, the Fargo Force, and the Redhawks. Television personalities: Rob Kupec, Beth Hoole, Dom Izzo. Our Other staff: Steve Hubbard, Jada Goplin and Eddie. And volunteers: Gavin and Natalie Peterson.

Chair Helen Levitt complimented Lauren and staff for their excellent work and gives our regards to Steve Hubbard.

Director's Report

Tim Dirks directed the board to his report in the packet. Dirks participated in quarterly meetings with department heads in April, which continue to be a valuable way to keep up to date with library projects. In April, we met with MBN Engineering regarding their proposal for HVAC work improving building efficiencies.

Statistical Reports

April Usage

In April, there were just over 42,000 registered patrons. Our attendance increased 1% over April 2015 and 2% year-to-date. Program attendance is strong, rising to 6% over April 2015 but down 2% for the year. Volunteer hours are up and internet signup is strong. Web page hits are down slightly.

Total circulation is down less than 1% for the year, but when comparing April 2016 to April 2015, we have increased 5.4%.

April Financials

We have received a total of \$830 in donations in April from a memorial, Friends donation for BookPage and the Office Moszer donations. We have paid the BookPage subscription through donations and the Friends have funded the Staff Development activities, resulting \$803 in donation expense. We are 33% through the year and have expended 33.3% of our budget. Revenue is on target with our forecast.

Chair Helen Levitt asked about the impact on the Main Library from the construction in the area. What will this do our attendance and number of people attending library programs? What are we doing about this?

Director Dirks stated that adjustments have been made to locations of programs and also, if we don't have rooms large enough, decisions were made on providing the programs. For instance, the zoo program has always been a popular event held in the Main Community Room. Because that is the largest room of all three locations, we have opted not to have the zoo program this year. Other programs have been relocated to the Carlson and Northport branches. Our

website and social media will be instrumental in giving updates regarding parking and how to get to us. The West lot of the Main Library has been striped to allow for additional parking spots. The front row of the Civic Lot has been allocated for City Hall employees and Library visitors. There may be temporary parking in the courtyard between the Library and the Civic if City Hall is built where initially planned.

Friends of the Library Report

There was no report from the Friends of the Library.

New Business

A. Endowment Funds Report

Director Dirks stated that, per the report from Patty Mastel of the FM Area Foundation at the last meeting, the original endowment fund totaled \$352,878.27. The original endowment fund assisted in the capital campaign for rebuilding the library. That amount was repaid. Donations received after the building project was complete were placed into the endowment fund. Based upon the motion passed at April's meeting, \$265,901.12 was moved into the permanent endowment fund. This includes the extra pledges mentioned above. The original temporary restricted fund retains \$87,210.45.

Public Comment

There was no public comment.

Next Board Meeting

The next regular Board Meeting is scheduled for Tuesday, June 21, 2016, at 4:00 PM in the Commission Room.

The meeting was adjourned at 4:35 PM.

Respectfully submitted,

Ginny Mueller