

**Board of Trustees
Fargo Public Library
Fargo City Commission Chambers
200 North 3rd Street, Fargo, ND 58102
Minutes of October 18, 2016**

Present: Helen Levitt, Howard Barlow, Rachael Steenholdt, Herb Snyder, Mary Dickson
Absent: Becky Walen, Gary Groberg
Other: Bob Jansen, John Strand
Staff: Tim Dirks, Nicole Hofer, Ben Daeuber, Ginny Mueller

The meeting was called to order by Board Chair, Helen Levitt.

Order of Agenda

Mary Dickson moved to approve the order of the agenda. Herb Snyder seconded the motion; motion carried.

Minutes of September Regular Meeting

Herb Snyder moved to approve the minutes of the September 20, 2016 meeting. Howard Barlow seconded the motion; motion carried.

Staff Report

Nicole Hofer presented the Staff Report as follows:

Staff updates and Staff development activities:

- Reference librarian Sarah Nelson attended the NDLA conference in Dickinson, ND. She attended several presentations which featured topics concerning teens and adolescents, and also legal resources for patrons.
- Library staff are excited about an improved service for patrons to request materials called the Purchase Suggestion Database. Patrons can now sign into their accounts and place a request for an item that they would like the library to purchase. Library staff will then contact the patron via email to let them know whether we will purchase the item or not, and then they can place a hold on the item once it is in the catalog. This is an improvement from our previous method of purchase request, which did not include any feedback to the patron.

Programming:

Upcoming events (a partial and incomplete list):

- We are hosting Spooky Science on Oct. 21st at 11am and 3pm at the Main library. Dr. Graeme Wyllie from Concordia College and the Science Academy will be teaching children some Halloween themed science experiments. There will be two sessions of this program, grades 1-3 at 11:00am and grades 4-6 at 3:00pm. Pre-registration is required.

- Author Lucia Singleton will talk about her children's book "Allison Votes" on Oct. 22nd at 11am at the Main Library. Librarian Diane Briggs will also present kids with some information about voting and share with kids in our community the honor of voting. For ages 5 and up.
- We'll explore the popular *I Survived* books and try out our survival know-how at the I Survived the Library program on Tuesday, Oct. 25 at 4pm at the Northport Branch and on Sunday, Oct. 30 at 2pm at the Main Library. This program is for children ages 8 – 12. No registration is necessary.
- Ghost Stories for Grown-ups is back at the Main library on Tuesday, Oct. 25 at 7:00pm. The theme this year is "The Garden of Fear."
- Looking ahead to November, we will have two concerts/events featuring bluegrass music set for Saturday, Nov. 5 at the Main Library. First off for children, Dick Kimmel, a musician and wildlife biologist, will present *Dick Kimmel's Thanksgiving Turkey Extravaganza*. Join us for a unique combination of turkey lore and turkey calling along with Thanksgiving songs starting at 11 a.m. at the Main Library. Later that day for all ages, Kimmel will present his *History of Bluegrass Music* at 2 p.m. at the Main Library.
- The library is throwing a Harry Potter themed party to celebrate the release of the movie *Fantastic Beasts and Where to Find Them*. Adults and children of all ages are welcome to come participate in Harry Potter themed activities, and crafts. This program is on Sunday, Nov. 13th at 2pm at the Main Library.
- And lastly, we have a 4-part film series with Tony McRae and Matt Olien set to start Sunday, Nov. 6, at the Main Library with a screening of *The Spy Who Came in from the Cold*. This is a series featuring espionage movies. Dates in this series are Nov. 6, & 27, and Dec. 4 and 11.

Notable Past events & programs (a partial list):

Adult Programming:

- On Sunday, Sept. 25, we hosted an event titled "Glimpses of Incredible India" at the Main Library. This event was attended by 42 people of all ages. Part of the Welcoming Week series of events, this program was a partnership with Cultural Diversity Resources. Plans are in the works to have another event featuring the country of Syria in the early part of 2017.
- The 2016 One Book, One Community Reading project's calendar of events wrapped up with an author visit by Kao Kalia Yang on Friday, Oct. 14, at the Comstock Memorial Union Ballroom at MSUM. There were 136 people in attendance. We are grateful for the generous financial support provided by the Friends of the Fargo Public Library in funding our author visit. Also, special thanks to our partners in this project – Moorhead Library, West Fargo Public Library, Moorhead Community Education, NDSU Libraries, Concordia Library and MSUM Library. Planning will start soon for the 2017 One Book project which will be our 6th year!

Children's Programming:

- Children's author Nancy Carlson was at the Main library on Sept. 28th. She read a selection of her stories to 61 attendees.

- Officer Ferris and his canine partner Bali were at the Carlson library on Sept. 30th. This was a great program with 100 people attending. Officer Ferris read a story and brought in Bali, who showed off his canine skills.

Chair Helen Levitt expressed the Board's appreciation to the staff for their creativity and all they do.

Director's Report

Tim Dirks directed the board to his report in the packet.

Dirks stated that he attended a recent Friends of the Fargo Public Library meeting and wants to give enthusiastic thanks for their generous support. The Friends made decisions to donate funds for:

- Hooded sweatshirts for FPL staff
- Various equipment for our Outreach Program
- Computer for Main Children's Department for their Early Literacy Program

We are very grateful to Bob and the Friends for their generosity.

We are now planning a Selector Training School, which Dirks noted under Goal 2 of his report. This will provide in-house training for all staff selecting materials for our collection.

Statistical Reports

September Usage

We are seeing a decline in attendance, compared to September 2015. Some of the construction projects are finishing up for the season, other than City Hall, and therefore we're anticipating those numbers going up again. Program attendance was strong in the month of September. Volunteer hours are up, both when comparing to September 2015 and year-to-date. Internet sign-up is up and down, but year-to-date is strong. Total circulation is down over 1% when compared to this time last year.

September Financials

In September, we received \$162 from Fargo Brewing Company for partnering with them for an adult program. They offered to donate \$1 per beverage sold at the event. Also, we received \$530 from generous donors.

With 75% of the year lapsed, we have expended 74.2% of our annual budget. We are especially monitoring the savings from utilities, and are using those funds for ordering extra e-content and reupholstering furniture.

We forecast revenue for 2016 at \$100,000. We may be a little short in that estimate.

Friends of the Library Report

Bob Jansen, President of the Friends of the Fargo Public Library Board, announced that this was National Friends of Libraries Week.

The Friends are not having a Fall Book Sale, due to the construction and parking issues around the library. That means the store has a huge surplus of fiction.

The Friends were happy to help bring the One Book One Community author here. A few of the Friends' Board Members were able to attend the afternoon tea and were very impressed. At the author visit that evening, Bob and another board member distributed bookmarks and brochures, encouraging membership in the Friends group.

We have a new board member who is familiar to you – MaryBeth Hegstad.

We are happy to support the library projects Tim mentioned earlier:

- Outreach equipment - \$2,432
- Staff sweatshirts - \$1,690
- Early Literacy Children's Computer - \$3,150

We will not have a meeting in November.

Chair Helen Levitt stated that she wanted to thank Bob and all of the members of the Friends of the Fargo Public Library for their commitment and tremendous support of the library. It is very much appreciated.

Old Business

Director Tim Dirks stated that construction is continuing. A lot of approaches to the downtown/library area may be completed by early November.

New Business

Recorded Books One Click E-Content Platform Demo

A part of our Strategic Plan focused on the growth of e-content, according to Director Dirks. We have worked successfully with the Library 2 Go Consortia and have researched additional platforms to offer to our patrons. Dirks introduced Ben Daeuber, Technology and Electronic Resources Librarian, to introduce and demonstrate the Recorded Books One Click E-Content Platform. Dirks stated that Recorded Books adds value not provided by Overdrive. It offers unlimited use titles, which means a title can be checked out any number of times at once. This should help with the demand we have for e-content. Daeuber demonstrated the search function, browse function and check out. Recorded Books offers good quality titles, although current best sellers are limited. Tutorials and tech support will be available. Staff are currently using demos and all have reported good luck with them.

Public Comment

City Commissioner, John Strand, stated that he doesn't know if there is a more delightful board to be on in the City than this one. He stated that it is a breath of fresh air to come to these meetings and see engagement and commitment to the library. He thanked everyone.

Next Board Meeting

The next regular Board Meeting is scheduled for Tuesday, November 15, 2016, at 4:00 PM in the Commission Room.

The meeting was adjourned at 4:45 PM.

Respectfully submitted,

Ginny Mueller