

**Board of Trustees  
Fargo Public Library  
Main Community Room  
102 North 3<sup>rd</sup> Street, Fargo, ND 58102  
Minutes of January 19, 2016**

Present: Helen Levitt, Herb Snyder, Howard Barlow, MaryBeth Hegstad, Gary Groberg,  
Mary Dickson  
Absent: Becky Walen  
Staff: Tim Dirks, Steve Hubbard, 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 MaryBeth Hegstad to approve the Order of the Agenda. Mary Dickson seconded the motion; motion carried.

**Minutes of December Meeting**

Herb Snyder moved to approve the minutes of the December 15, 2015 meeting. Mary Dickson seconded the motion; motion carried.

**Staff Report**

Steve Hubbard presented library highlights as follows:

1. The Fargo Public Library once again circulated more than 1 million items in 2015! The exact number is 1,004,966 items.
  - Several local media organizations featured this achievement.
2. Planning for the 2016 One Book, One Community reading project is underway. The committee is asking the public to suggest possible titles for the 2016 project. Suggestions can be offered online at [www.1book1community.org](http://www.1book1community.org) or at any library location – we have paper suggestion slips at all three FPL locations. Suggestions will be accepted through January 31, 2016.
3. The Start a Series Book Club for kids meets tomorrow at 4 p.m. at the Main Library. The featured title is *Harry Potter and the Sorcerer's Stone*.
4. Baby Rhyme Time is set for this Thursday, Jan. 21, at the Dr. James Carlson Library in the morning and at the Main Library in the evening.
5. Two Votive Candle Holder Craft Workshops geared for teens (adults are welcome, too) are planned for Jan. 21 at the Carlson Library and Jan. 23 at the Northport Library.
6. Crafternoons @ Carlson events are starting up Monday, Jan. 25, at the Carlson branch. This event is for school-aged kids and is held every Monday afternoon at the Dr. James Carlson Library. Each week features a different craft for kids to make and take home. Between 25-30 kids attend this program each week.
7. Two Arm Knitting Craft Workshops geared for adults are planned for Jan. 28 at the Main Library and Jan. 30 at the Carlson Library.

8. The Winter Arts Fest (a local arts festival) is set for February. ShakespeareFest, in honor of the Bard, is the focus of this year's event. We have several events planned as part of this festival:
  - Shakespeare Sonnet Slam is set for Sunday, Jan. 31, at 2 p.m. at the Main Library. Guest readers will read all of Shakespeare's Sonnets at this event. A sonnet-themed craft will also be part of this event.
  - Shakespeare in the Movies is a 3-part series set for February at the Main Library. Films in this series include:
    - Sunday, February 7: *Hamlet* (1948)
    - Sunday, February 14: *Romeo and Juliet* (1968)
    - Sunday, February 28: *Much Ado About Nothing* (1993)
  - Shakespeare for Kids – two interactive Shakespeare-centered sessions are set for kids (1st – 6<sup>th</sup> graders) on Saturday, Feb. 13.
9. Another Darwin Day event is planned for Feb.
10. Winter Read-A-Thon started Monday, Jan. 4 and is off to a great start. Lots of book logs have been handed out in the first couple of weeks. This program runs through Sunday, Feb. 28. Related events and activities are planned for kids, teens and adults. Book logs are available online or at all three FPL locations.

#### Past events and Programs:

1. Two art workshops for kids were held in early January with artist Ellen Jean Diederich. Kids learned basic watercolor techniques and also painted a portrait of Baby Samson, one of the characters in Diederich's book, *Samson's Gift*. These were very well attended. It should also be noted that a selection of Diederich's original paintings from *Samson's Gift* are also on display in the outer gallery through the end of January.
2. The events for kids and teens scheduled over the December holiday break were extremely popular and well-attended.
  - a. We also received lots of media attention from local TV stations for these events.
    - i. The **LEGO Design Contest for Kids** had more than 200 attendees with designers and observers. Local media outlets were on hand to interview librarians about this.
    - ii. The **Pete the Cat's Rockin' New Year's Eve Party** in late December proved to be extremely popular with kids and their parents; registrations for the event filled quickly. We had more than 100 people in attendance.
    - iii. The **LEGO Design Contest for Teens and Adults** was a first time offering and it drew a total of 40 designers and observers to the program. Local media outlets also featured this event.
3. **Project English** continues to be well-attended each week at the Dr. James Carlson Library. Average attendance is 18 each Tuesday evening plus several volunteers from the Rotary to facilitate the training.

Chair Helen Levitt stated that as Steve was giving the report, she recalled working on the Strategic Plan. The focus was to make the library available to all ages as a place the community can gather to learn and experience various things. We are truly achieving that. Chair Levitt further stated that she thinks it's remarkable that the staff can organize all of these events, much less put on the programs. She asked Steve to please convey her thanks to the staff.

### **Director's Report**

Tim Dirks directed the board to his report in the packet. The Homeless Outreach position has been offered and the individual is finishing out their present job. The outreach person is expected to be visible downtown, including businesses, the library, MATBUS, etc. The goal is to build rapport with the homeless population and point them in the direction for resources. We are taking a proactive approach rather than reactive.

Dirks also stated that he had met with Dr. Kaplan and presented the proposal, as directed by the Board at the December meeting. It was a very cordial meeting and Dr. Kaplan responded that he would give it some thought.

### **Statistical Reports**

#### **December Usage**

In 2015, visits to the Carlson Library are over 10,000 more than 2014. For all three locations, the attendance is up 2%. 2015 was a record year for Program Attendance, which increased 8% over 2014. Volunteer hours are down, but as of now we are fully staffed with volunteers.

We set up a new system for computer use in 2015 and patrons have responded well. This is the first annual increase for internet signup since 2011. Web page hits continue to be strong.

Dirks presented the Circulation by Month Comparison for the last seven years.

#### **December Financials**

Tim Dirks referred to the financial reports in the Board Packet. We received \$1100.00 in unrestricted donations and \$550 for the endowment. \$2800 was expended on a children's early literacy station, which was funded by the Literacy Coalition.

At present, we are under budget by \$115,820 for 2015. This figure is misleading as there are a number of expenses paid in the 13<sup>th</sup> period of the year that have not yet been recorded.

### **Friends of the Library Report**

Bob Jansen reported that the Friends' donations to the Fargo Public Library are down for 2015 and they are looking for good ways to put their money to use. The total donated was \$6,190. Total income in 2015 was \$24,666, about \$312 over 2014. The total equity at the end of 2015 is \$27,942.

Bob explained that the bookstore at Main is staffed by volunteers, except for one 20 hour per week Work Experience person. That person has moved and a replacement has not yet been found. Volunteers are filling in. The Friends are also down one Board member.

Overall the Friends of the Fargo Public Library are doing well. They are looking forward to the spring book sale. Chair Helen Levitt stated that the Board appreciates all of the work the Friends do to support Fargo Public Library.

### **New Business**

### **Circulation Trends**

Director Tim Dirks gave a power-point presentation about the circulation trends of the Fargo Public Library since 2010, which was the first year all three libraries were open full-time. What the trends show us is:

- Commercial audio/visual resources are impacting our DVD and CD circulation
- E-audiobooks have the most dramatic circulation growth
- Adult print formats have declined
- Adult e-formats continue to see circulation growth
- Children's print formats continue to see growth
- Childrens e-format see limited circulation growth
- Renewals continue to grow

We use these trends, along with direction from the Strategic Plan, to grow our collection.

### **Naming Rights Policy Draft**

Director Tim Dirks stated that the draft appearing in the Board Packet added the sentence, "The Main Library is not available for naming consideration." Each board member was given an opportunity to express their views on the addition to the policy. In her absence, Becky Walen sent an e-mail to all board members expressing her opinion. After much discussion, Herb Snyder called the question. Gary Groberg seconded. Vote was 5 ayes, 0 nays; motion carried. Herb Snyder moved to accept the changes per the Naming Rights draft dated 1/19/16. Gary Groberg seconded the motion. Vote was 2 ayes, 4 nays; motion failed.

### **Circulation Policy Draft**

Director Tim Dirks presented the changes proposed for the Circulation Policy, which were included in the Board Packet. These changes itemize formats which we now offer and also reflect our current practice which fits within the Koha system. It is also patron friendly and efficient. MaryBeth Hegstad moved to approve the Circulation Policy as presented. Mary Dickson seconded the motion. Motion passed.

### **Public Comment**

There was no public comment.

### **Next Board Meeting**

The next regular Board Meeting is scheduled for Tuesday, February 16, 2016, at 4:00 PM in the Main Library Community Room.

The meeting was adjourned at 5:20 PM.

Respectfully submitted,

Ginny Mueller