

**Board of Trustees
Fargo Public Library
Main Community Room
102 North 3rd Street, Fargo, ND 58102
Minutes of February 16, 2016**

Present: Helen Levitt, Howard Barlow, MaryBeth Hegstad, Gary Groberg, Becky Walen
Absent: Herb Snyder, Mary Dickson
Other: Jillian Struxness, Homeless Outreach Specialist
Staff: Tim Dirks, Beth Postema, 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. Howard Barlow seconded the motion; motion carried.

Minutes of December Meeting

MaryBeth Hegstad moved to approve the minutes of the January 19, 2016 meeting. Becky Walen seconded the motion; motion carried.

Staff Report

Steve Hubbard presented upcoming library events, as follows:

- Planning for the 2016 One Book, One Community reading project is underway. The committee received 65+ title suggestions from the public and has narrowed the list to 5 possible titles for the 2016 project. An announcement regarding the 2016 title will be made in early April.
- A Darwin Day event is set for tonight (2/16) at the Main Library. Dr. Seth Quintus, an anthropological archaeologist at NDSU, will present “Setting the Record Straight: *Rectifying Popular Misconceptions about Hominin Evolution.*”
- The Start a Series Book Club for kids meets tomorrow at 4 p.m. at the Main Library. The featured title is Lemony Snicket’s *A Series of Unfortunate Events: The Bad Beginning*.
- Baby Rhyme Time is set for this Thursday, Feb. 18, at the Dr. James Carlson Library in the morning and at the Main Library in the evening.
- Two DIY Spa Crafts featuring bath fizzies & soaps geared for teens (adults are welcome, too) are planned for Feb. 18 at the Carlson Library and Feb. 20 at the Main Library. Registration for these sessions is full.
- A Colors and Culture of Bhutan program with presenter Ghana Shyam is set for Sunday, Feb. 21 at 2 p.m. at the Main Library. This event is in partnership with Cultural Diversity Resources.
- Crafternoons @ Carlson will meet Feb. 22, at the Carlson branch. This weekly event is for school-aged kids; it is held every Monday afternoon at the Dr. James Carlson Library. Each week features a different craft for kids to make and take home.

- A Backyard Beekeeping event with local expert Dana Evans is set for Tuesday, March 1 at the Main Library.
- Dr. Seuss themed events are planned for early March:
 - Family film events at all three libraries will screen *The Lorax* on Friday, March 4 at 1 p.m.
 - A Seusstastic Day event to celebrate Dr. Seuss's Birthday will be Saturday, March 5 at the downtown Main Library.
- An author visit and book signing with Liz Kesacky Severn, author of *Luce Women*, is set for Tuesday, March 8, at 7 p.m. at the Main Library.
- The Winter Arts Fest (a local arts festival) continues with ShakespeareFest. We have had several events as part of this festival. Our final event is the third film in the Shakespeare in the Movies series set for Sunday, February 28, at the Main Library; the film is *Much Ado About Nothing* (1993).
- Winter Read-A-Thon continues through Feb. 28. The last day to turn in book logs to be eligible to enter the prize drawings is Sunday, Feb. 28.

Highlights of past library events are as follows:

- Shakespeare in the Movies series
 - Sunday, February 7: *Hamlet* (1948) – 30 people attended this classic.
 - Sunday, February 14: *Romeo and Juliet* (1968) – 31 people attended.
- Teen Craft event featuring Chocolate Lollipops was very popular. Registration filled up and 14 teens attended.
- The Shakespeare Sonnet Slam was held Sunday, Jan. 31, at 2 p.m. at the Main Library. Guest readers read all of Shakespeare's 154 Sonnets at this event. A sonnet-themed craft was also part of the event; 42 people attended.
- 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.

With regard to marketing efforts for the FPL:

1. The library was at the Feb. 4 Business After Hours event
2. The library's Facebook page currently has 2,200 "Likes."
3. The library's Twitter account (@fargolibrary) has 387 Followers.
4. The library is now on Instagram (fargopubliclibrary); we have 29 followers.

Chair Helen Levitt stated that, as always, it's amazing what we do here. Thank you and please convey our thanks to the staff who come up with the ideas, let alone implement them.

Director's Report

Director Tim Dirks introduced Jillian Struxness, Homeless Outreach Specialist. Jillian stated that she is very excited to be in this position and that she will be working in the downtown community with the goal of assisting the chronic homeless population becoming housed.

Tim Dirks directed the board to his report in the packet. He noted that on February 9th, he moderated a winter weather event exercise. Also, quarterly project meetings and zoo committee meetings are ongoing.

Statistical Reports

January Usage

Director Dirks referred the Board to the revised Library Use report provided separately from the Board Packet. At the end of January, we had over 42,000 registered patrons. Visits to the library were down 2% from one year ago and program attendance was down 23%. The Circulation report for January shows total circulation down over 6% compared to January 2015.

January Financials

Tim Dirks referred to the financial reports in the Board Packet. Donation revenue included \$300 from the Friends of the Fargo Public Library for a BookPage subscription. Also, at its most recent meeting, the Friends approved \$2,500 for two years of Staff Development funding. Expense vs. budget numbers are available in the Board Packet and illustrate the first month of the fiscal year. We will monitor expenses as the year progresses.

Chair Board Helen Levitt inquired about possible cut-backs that may come up. Director Dirks stated that nothing formal has been discussed at this time. We will get guidelines from Finance while preparing the 2017 budget. The library's needs have been driven by workflow. Because of the number of materials that need to be processed, we are considering requesting another part-time person. Also, because of the need to keep our public desks staffed and materials checked in and returned to the shelves, it is necessary to have additional help scheduled when circ and reference staff go on vacation or sick leave. We would like to have additional money budgeted for part-time staff in those areas.

Our Strategic Plan ends in 2016 and therefore we will be requesting funds for strategic planning.

We are proceeding with an energy audit for the Main and Carlson libraries, which comes at a \$5,000 cost. We are anticipating making changes so we can monitor costs and be more in line the budgeted figure.

Friends of the Library Report

There was no representative from the Friends of the Fargo Public Library present and therefore no report.

New Business

Staff Development Team 2016 Overview

Beth Postema, Staff Development Team Leader, was introduced. She gave an outline of what was accomplished in 2015 as follows:

- Since we were preparing for an ILS change, various programs were offered on how to adapt to change and training on the new system
- An outside trainer was brought in to present a program on customer service

- The City of Fargo has contracted The Village as its Employee Assistance Program and therefore entitles the city departments to training that they offer
- Josie Ellis, City of Fargo Employee Health Coordinator, gave a presentation on what her position offers employees. She also discussed library on the job risks, which are right up there with other occupations
 - Josie prepared a survey for the library, which was an eye-opener to both Josie and Human Resources
- Staff Development also hosted various celebratory lunches for setting records, National Library Week, end of Summer Reading Program and holidays.

Our focus for 2016 will be Safety. Luke Lindberg, City of Fargo's Safety Manager, will provide quarterly presentations. We had training scheduled for this last Friday with Lindberg and a representative from the Fargo Police Department, but due to recent events, it was postponed. The subject was de-escalating threatening behavior. Self-care for staff will also be a topic for training.

Postema stated that we are very grateful for the support we receive, both from the Friends of Fargo Public Library for their financial support, and from the City of Fargo through its contract with the Village.

MaryBeth Hegstad commented that she would like to see Giving Hearts Day benefit the library. Tim Dirks stated that he has been having conversations with the director of the FM Area Foundation. We are not a 501(c)(3) organization and therefore not eligible for the Giving Hearts Day event.

There was discussion on approaching the Friends of the Fargo Public Library to see if they are interested in pursuing this, since they have 501(c)(3) status. Gary Groberg will visit with a Friends representative and report back to the Board.

Public Comment

There was no public comment.

Next Board Meeting

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

The meeting was adjourned at 4:47 PM.

Respectfully submitted,

Ginny Mueller