

Dickinson Area Public Library

Library Board Meeting Minutes 11/12/25

Meeting called to order at 3:30pm by President Kuntz

Roll Call

Present: Jason Fridrich, Olivia Titcomb, Susan Josephson, Kimmy Ho, Lisa Aune, Troy Kuntz, Amanda Chorne, Kirby Baier (Via Teams)

Absent: Bernie Marsh

Order of Business

Motion to Approve the Order of Business by Titcomb, Second by Aune.

All members present in favor, motion passes.

Consent agenda

Approval of Meeting Minutes dated October 8th, 2025

Motion to Approve by Aune, Second by Fridrich.

All members present in favor, motion passes.

Director's report

Topics of the report include; The Library basement is now open and programs have resumed. Construction in the basement has finished and the mold inspections have been conducted. Fundraising updates include the pursuing of a Destination Development grant in 2026, inspired by the Morton Mandan Public Library having been awarded funds from one in 2025. A water event had occurred on Sunday, caused by pipes that had not been properly insulated freezing over. The water was shut off within twenty minutes of it being reported but the Library was closed on Monday for the replacement of the piping. The newly installed pipes were insulated to prevent a repeat event. Replacement of the North and West doors of the Library are going to be performed by Simons Homes for significantly less cost than initially budgeted for; approximately \$20,000 under projected costs. The doors are to be installed in January, possibly sooner if their scheduling allows.

Unfinished Business

Approval of Expenditure Report

Question regarding Action Cleaning; all work performed by them is being submitted to the insurance claim with an expected 100% reimbursement. Question regarding Bartlett & West; all funds used to pay their invoices are provided by the City. Negative values shown on the report are for returns or credits.

Motion to Approve Chorne, Second by Fridrich.

Fridrich Aye, Titcomb Aye, Ho Nay, Aune Nay, Kuntz Aye, Chorne Aye, Baier Aye.

Majority aye, motion passes.

Financial Report

The building claim is waiting for the insurance payout, the payout for the clean diesel grant for the new bookmobile is shown in this year's financials.

Motion to Approve by Titcomb, Second by Aune.

Fridrich Aye, Titcomb Aye, Ho Nay, Aune Aye, Kuntz Aye, Chorne Aye, Baier Aye.

Majority aye, motion passes.

New business

Josephson arrives at 3:48pm

Collection Suggestions

Board Member Ho describes her personal experience with a handful of collection suggestions she has made, outlining a lack of communication in terms of feedback to the patron on the status or final result of such requests that are made. She also describes a program done by the Morton Mandan Public Library used to determine specific titles their community wishes to acquire.

The collection suggestion process has been revamped and the form has been adjusted. Automation of responses is difficult for the Library to implement due to the CivicPlus and Polaris systems being unable to communicate with each other. All collection suggestions are reviewed and responded to manually, with contact to the patron only done if they elect to have a hold placed on items acquired through the process. It is recommended that patrons going through the process reach out to follow up on their own requests.

Discussion on how the Circulation Statistics are used to inform purchasing, the amount of collection suggestions received, the circulation volume of some collections and the reasoning as to why the library may not house the middle volumes of some series occur. Clarification on how interlibrary loan is used throughout the ODIN system to ensure access to series that the library may not be able to house the entirety of.

How the use of funds from the various book budgets influence where an item that is acquired is housed is addressed, it is clarified that the Director does not oversee those budgets, as well as how the Billings and Slope counties pay for library services. Clarification on how the bookmobile services Stark County is also provided.

Discussion on the creation of a committee to review the Collection Development policy occurs, with Ho, Josephson and Chorne being chosen to do so. Policies have been being reviewed on average one per month, the North Dakota State Library recommends having every policy reviewed within a three year period.

Old Fashioned Christmas

Being held on Friday, December 5th from 6 to 9pm at the Art & Science Center. Tickets and information are on the Foundation's website. Silent auction goes live this Friday on the Foundation's website.

Library Director Performance Review

A committee was formed of Fridrich and Chorne; reviews done by Board members are to be completed by December 10th. Between 3-5 Library staff members are also to be approached for reviews, and these reviews are to be submitted to the Board by the 10th.

Strategic Plan Review

Preemptive call to review, no decisions to be made this meeting. The strategic plan needs to be submitted to the North Dakota State Library in 2029.

The next Board meeting will be on Wednesday, December 10th.

Motion to Adjourn by Chorne, Second by Baier.

Meeting adjourned at 4:50pm.

Submitted by,

Austin Bartholomew
Administrative Support Librarian