



Moorhead Library

. . . Library Service at Its Best

BOARD OF TRUSTEES

Regular Meeting, March 14th, 2017
Library Meeting Room (lower level), 5:30 p.m.

Agenda

1. Open Meeting
2. Approve Agenda
3. Approve minutes from February 2017 Meeting
4. Public Comment
5. Welcome new member – Linda Anderson
 - a. Administer Oath of Office
6. LARL Report – LARL Board Members
7. Director's Report
8. LARL Marketing
9. Other Business
10. Next Meeting: April 11th, 2017

Moorhead Library is a Branch of Lake Agassiz Regional Library
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Moorhead Public Library
Board Meeting
February 14, 2017

Present: Mari Dailey, Chizuko Shastri, Megan Krueger, Kristi Carlson, Betsy Vinz, Andrew Brammer, Wayne Ingersoll, Joanne Molstre

Absent:

There were enough Board members present to have a quorum. Chizuko Shastri, President, conducted the meeting.

Approval of the Agenda

The agenda was approved as written.

Approval of the January 14, 2016 Minutes

The minutes were reviewed and approved as written.

Public Comment

No public comment.

LARL Report

Went over budget in detail. Everything seemed in order. Welcomed new members. In the December meeting they found out that there will be no increase in health care costs. They have a balanced budget.

Director's Report

The change in DVD policy will be in effect soon. They were hoping to have it done already but the schedule has not allowed time for it. There will be a lot of signage stating the new policy. Staff has been advised to remind people who are using the self-checkout.

They are looking into getting new furniture for the service desk that will be more secure than the current desk.

Food for fines will be returning. One can = \$2 in fines.

It is time for weeding items. The guideline is included in the report.

Clocks are all run on a master clock (that doesn't work very well). There is a service fee every year, this year it was \$700. It would be nice to replace them with atomic clocks. The cost of the electrical and the clocks should be approximately the same cost as one year's service fee. If a clock breaks, which happens multiple times a year, someone needs to take the clock into Fargo and pay for the repairs.

No word from the police department regarding the emergency button. Megan would also like someone from the department come and speak to the staff about safety procedures.

No update on the restroom remodel yet.

It was suggested that it may be a good idea to move the announcement board. We should find a good place to display without hiding it away or making the people sitting at the computers uncomfortable.

Landscaping. Bell State Bank is giving money. Betsy had given and agreed that her donation could go towards flowers. Hollands will come in to create a plan.

Other business

Matt Eidem is no longer on the board. He was the At Large position. Ward 4 is still open.

The library is offering staff training for safety type procedures. How to handle yourself in the situations to prevent escalation or harm.

The next Board meeting was scheduled for March 14, 2017 at 5:30 p.m.

The meeting was adjourned at 6:30 p.m.

Submitted by,
Kristi Carlson

Moorhead Library Board
Board of Trustees, Regular Meeting
March 14th, 2017

Director's Report

Materials and Services:

Reminder: LARL is offering Food for Fines during the month of March. During this program, LARL will waive one \$2 fine for each non-perishable food item. This program does not apply to replacement costs or processing fees for lost items.

DVD Update: The transition to keeping DVD discs behind the service desk has gone smoothly. Staff have adopted a routine to account for the new workload. We have not had any incidences of missing discs since moving to this new system. We have received positive feedback from customers and minimal confusion.

Weeding Update: Now that staff members are comfortable with the new DVD system, we will begin scheduling time for staff to begin weeding the collection. We plan to finish by the end of 2017 and complete this project every three years.

Website update: the LARL website new features new pages for each branch location that includes hours, events and local board and Friends group information. Check out Moorhead's page here: <http://larl.org/larl-locations/moorhead/>.

Boopsie – LARL will launch a new APP during National Library Week. You can find LARL Mobile in the APP Store and Google Play.

eBooks and eAudiobooks are now featured in the LARL catalog alongside our print materials. While many eBook customers simply visit Overdrive and do not use our print catalog, we hope that this will help introduce more customers to our eBook and eAudiobook selections.

LARL Featured on the Minnesota Department of Education's blog regarding success with 1,000 Books Before Kindergarten: <http://education.state.mn.us/MDE/about/news/blog/recent/MDE060194>.

Programming:

Legacy Bus Trip: The Moorhead Library will host a bus trip to Minneapolis on April 22nd. This trip, paid for with Legacy dollars, includes transportation and admission to The American Swedish Institute and the Minneapolis Institute of Art. The trip will also include a stop at Midtown Global Market for lunch and shopping. Customers participating in the bus trip are responsible for their meals and other incidentals.

Waste Art Exhibit and Reception: The Moorhead Library will host the annual Waste Art Exhibit in partnership with Clay County Environmental Services. Join us for a reception Tuesday, April 18th at 4:00pm. Refreshments will be provided. The exhibit will remain on display through Saturday, April 22nd.

Jon Solinger Exhibit: The Moorhead Library will host Working Land, a photography exhibit by Jon Solinger

chronicling rural life in Minnesota. Solinger will discuss his exhibit at the library April 3rd at 7:00pm. Refreshments will be provided. The exhibit will remain on display through the month of April.

The Moorhead Library will host a Customer Appreciation Day on Friday, April 14th, as we celebrate National Library Week. Refreshments will be provided throughout the day.

Building Issues:

Facility Condition Assessment Project: no update at this time

Wall Clocks Update: no update at this time

New Service Desk Update: We are still working with Christianson's to find an affordable solution. The most recent design is included in this packet.

Other:

RLBSS and Legacy Bill Updates: Please contact your local representatives and ask them to support the following:

- Library Legacy Request HF 1308 & SF 1134: This bill will ensure that public libraries across the state receive Legacy Funding to provide programming and opportunities related to Minnesota Arts, Culture and Heritage.
- Regional Library Basic System Support (RLBSS) HF 1382 & SF 1033: This bill will ensure that rural public library systems receive adequate funding for basic operation (which includes materials, salaries, programs, etc.).

Friends of the Moorhead Library: The Friends will hold their Spring Book Sale Friday, March 31 and Saturday, April 1 from 10-5 each day. I plan to ask that the proceeds from this sale go toward the purchase of the new service desk.

MK 03/10/2017