



# Moorhead Library

## . . . Library Service at Its Best

### BOARD OF TRUSTEES

Regular Meeting, November 14<sup>th</sup>, 2017  
Library Meeting Room (lower level), 5:30 p.m.

### Agenda

1. Open Meeting
2. Approve Agenda
3. Approve minutes from October 2017 Meeting
4. Public Comment
5. Director's Report
6. Other Business
7. 2018 holiday closings – see attachment
8. Next Meeting: December 12<sup>th</sup>, 2017
  - a. The Library Board is invited to a social hour directly before the December meeting. Join the Friends of the Moorhead Library and library staff for light refreshments at 4:30pm in the Event Room on the library's main floor.

Moorhead Library is a Branch of Lake Agassiz Regional Library  
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Moorhead, MN 56560  
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Moorhead Public Library  
Board Meeting  
October 10, 2017

Present: Chizuko Shastri, Megan Krueger, Kristi Carlson, Les Bakke, Mari Dailey, Wayne Ingersoll, Jessica Carter

Absent: Andrew Brammer, Linda Anderson, JoAnne Molstre

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 September 2017 Minutes**

The minutes were reviewed and approved with the following changes:

Mari Dailey was listed twice under those present, Linda Anderson should have been marked as absent and Andrew and Kristi intend to continue to serve on the board.

#### **Public Comment**

No public comment.

#### **LARL Report**

The Breckenridge Public Library is implementing many improvements such as painting and remodeling, they were able to view photos of the completed projects. Otherwise discussed upcoming meetings. New computer technician has been hired in the Regional Office.

#### **Director's Report**

One book, one community events have started.

After the last board meeting, a leak was discovered in the basement meeting room. There is a crack in the foundation that has been repaired. The outdoor plant watering procedure has also changed. The city has added the issue to the library's assessment.

The murder mystery was a big success, \$1,200 was raised. Everyone enjoyed themselves. The book fundraiser did not generate many funds during the event. IDK catering and the actors all seemed interested in participating again next year.

Friends of the Library book sale is coming up at the end of the month. Promote the event as much as possible.

Law enforcement has been scheduled to do trainings with the staff, such as an active shooter training. Megan is also looking into getting the city involved in getting more cameras.

Chizuko mentioned that the yard signs for the LARL book sale are very effective. Megan says the banner they have used in the past was not easy to put up, especially compared to the yard signs.

#### **Other business**

Same Kind of Different as Me. Movie premiere October 18 at West Acres Theatre, the author will be speaking live at the Avalon on November 16.

Megan asked if there is interest in a holiday get together with the Friends of the Library.

There are no major requests for purchases from the Friends of the Library at this time. There is a possibility that it may be a request for replacing the two remaining computers with tablets and furniture to better accommodate them.

Mayor Williams has someone in mind to replace Les on the board.

The Christmas mitten tree is already out, Megan will get some items to stock it soon. Items really needed include men's gloves and hand/foot warmer packs.

The One book tea will be on October 24th at 2:00pm.

30-35 people attended the League of Women Voters school board forum.

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

The meeting was adjourned at 6:01 p.m.

Submitted by,

Kristi Carlson

Moorhead Library Board  
Board of Trustees, Regular Meeting  
November 14<sup>th</sup>, 2017

**Director's Report**

**Programming**

Book Blizzard: LARL will offer an adult winter reading program during January and February. Participants can turn in slips indicating that they have read 4 books or that they have participated in two activities, such as attending a library program or downloading our mobile app. Each slip will be entered into a weekly prize drawing. Participants will also be able to submit online.

**Outreach**

Megan and Nicole will host a booth at this year's Pangea event at the Hjemkomst Center. Stop by and see us!

**Meetings and Trainings**

Megan and Jenny attended ReThink Mental Health, a Fargo-Moorhead mental health resource roundup presentation. Presentations featured staff members from various organizations in the FM area serving individuals facing mental health issues.

Megan and Liz Lynch attended a webinar: Use your library to enhance workforce and economic development. We attended this webinar along with the City Manager, Council Member Fabian and EDA Director Cindy Graffeo. The webinar sparked discussion of possible future partnerships and events.

**Building Issues**

Boiler: Johnson Controls recently replaced the electrical panel on the boiler. Certain functions were no longer working and they were unable to find parts to fix the existing panel. The heat was not working during the time it took to replace the panel, but is working now.

Air Intake System: We have had various instances in which the library's air intake system causes unpleasant odors, or worse, throughout the building. The most frequent example is the smell of cigarette smoke from people smoking right outside the building. However, we have had a few instances where staff have been evacuated, either because the fire alarm sounded or simply due to the smell, and not knowing where it was coming from. While this doesn't happen very often, it has come up three times in the past six months. One staff member relayed to me a formal (verbal) complaint and I've communicated with Steve Moore regarding this issue. We discussed the significant expense that would be involved in replacing or upgrading the system. At this time, I am unsure of how this project would be prioritized in the list of other issues that should be addressed with this building.

Elevator Buttons: No update at this time

## **Friends of the Moorhead Library**

Mini-Book Sale and Holiday Open House: The Friends will host a mini-book sale and holiday open house on Saturday, December 9<sup>th</sup>. The book sale will be open from 10:00-5:00 and will feature new, good-condition best sellers as well as Christmas/Holiday books. The open house will take place from 2:00-5:00 and will include refreshments and a holiday movie.

Annual Meeting: The Friends of the Moorhead Library Annual Meeting is scheduled for Tuesday, January 30<sup>th</sup> at 6:30pm. The short meeting will be followed by refreshments and a musical performance.

MK 11/11/2017

## 2018 HOLIDAYS AND CLOSINGS

### Lake Agassiz Regional Library

**Regional Office, Branches, and LINK Sites will be closed on the following dates:**

Monday, January 1, 2018 New Year's Day

Monday, January 15 Martin Luther King, Jr. Day

Monday, February 19 Presidents' Day

Sunday, April 1 Easter Sunday

Monday, May 28 Memorial Day

Wednesday, July 4 Independence Day

Monday, September 3 Labor Day

Monday, October 8 Columbus Day

(Staff Day: Staff report to work; Branches, LINK Sites & RO closed all day)

Sunday, November 11 Veterans Day

Monday, November 12 Veteran's Day observed

Wednesday, November 21 Thanksgiving Eve

(All LARL branches and LINK Sites close at or before 5:00pm)

Thursday, November 22 Thanksgiving Day

Monday, December 24 Christmas Eve

Tuesday, December 25 Christmas Day

Monday, December 31 New Year's Eve Close

(All LARL branches and LINK Sites close at or before 5:00pm)

Tuesday, January 1, 2019 New Year's Day

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#### ADDITIONAL SCHEDULE INFORMATION:

Crookston Public Library will be closed on Sundays May 27th through September 2nd. Sunday hours will resume on September 9th for the school year.