

Moorhead Public Library  
Board Meeting  
January 8, 2019

Present: Chizuko Shastri, Kristi Carlson, Robert Anderson, Wayne Ingersoll, Megan Krueger, Linda Sand, Andrew Brammer, Linda Anderson, Mari Dailey, Shelly Carlson

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 December 2018 Minutes

The minutes were approved with the correction of the misspelled word "sheriff".

#### **Election of 2019 Officers:**

Andrew Brammer was nominated and elected as President.

Robert Anderson and Linda Anderson were nominated for Vice President. 7 votes Linda 2 votes Robert.

Robert Anderson and Kristi Carlson were nominated for secretary. 5 votes Kristi, 3 votes Robert.

#### **Review Library Board Bylaws**

There was a discussion about the availability of minutes. Currently they are not posted on the library website, because the website was recently updated. It may also be moved over to the city of Moorhead's website. Wherever it is hosted, the other site can have a link to the minutes.

There was also a discussion on who will send out the notification and documents prior to the meetings. Either Megan can continue sending or the President may take over the duty with the Vice President and Secretary as a secondary backup, if the President is not able.

There was a motion to change the wording throughout the document from "president and vice-president/secretary" to "president, vice president, and secretary".

In article IV there was a motion to change the wording in the third paragraph from "The vice president/secretary" to "The vice president or secretary".

There was a motion to consistently label the vice president without the hyphen, change any of the labels of "vice-president" to "vice president".

#### **LARL Local Boards Policy**

Megan states that we are currently communicating with city officials primarily through her, but the policy is written to have the board as the main communication. The board members agreed that we can continue with the current system of communication.

There was a discussion that the meeting rooms are governed by LARL. It was determined that this is not an issue here in Moorhead where the meeting rooms are all in the library, but it is different in locations such as Ada where the meeting room is in a community building.

There was a motion to table any suggestions or changes to the policy implementation until next month, so the board has a chance to further review.

### **City council library orientation**

Megan would like to offer an orientation to the new and returning city council members, but would like the input from the board members who are also on the council. It was suggested that maybe an open house with tours offered at two different times on a Wednesday, with refreshments offered. The board members could also be available during that time. It was suggested that the Friends of the Library might be willing to provide the refreshments. They will also be invited to the open house.

### **RFQ - Request for Quote for Needs Assessment**

Paul Fiechtner, Moorhead Facilities and Fleet Manager, was in contact with Megan last week to discuss the new City Hall and Library assessment. They should be assessing in February 2019.

### **Public Comment**

No public comment.

### **Director's Report**

The new service desk is in the process of being installed this week. There will be some disruption of services, such as the fax, during this time. It is hoped to be finished by Friday.

The project to move the magazines has begun with moving the non-fiction books. The Friends of the Library are discussing the possibility of purchasing comfortable furniture for the new area.

Meals on wheels has two people interested in library materials, items will be distributed starting next week.

Security cameras will be upgraded in 2019.

No new reports on the security or issues with the bathroom. Also Megan has not heard anything back about getting MState Criminal Justice students to help patrol the grounds.

### **Other business**

Linda Sand shared with the board her original Moorhead public library card, from when she was 7 years old.

Chizuko suggested that we add a city council report to the agenda, if something library related happens during city meetings. Plus more information from the LARL board meetings that occur every other month.

This is the last month of Chizuko's appointment. She will continue on in her position until another member becomes appointed.

The next Board meeting is scheduled for February 12, 2019 at 5:30 p.m.

The meeting was adjourned at 6:34 p.m.

Submitted by,  
Kristi Carlson