



Moorhead Library

. . . Library Service at Its Best

BOARD OF TRUSTEES

Regular Meeting, January 14th, 2020
Library Meeting Room (lower level), 5:30 p.m.

Agenda

1. Open Meeting
2. Approve Agenda
3. Approve minutes from November, 2019 Meeting
4. Public Comment
5. Welcome New Members – Kim Melton
6. 2020 Election of Officers and Suggested Bylaws Change (bylaws attached)
7. Director's Report
8. Annual City Council Event
9. Library Driveway Repair Issue Discussion
10. Other Business
11. Next Meeting: March 10th, 2020

Moorhead Public Library
Board Meeting
November 12, 2019

Present: Kristi Carlson, Wayne Ingersoll, Megan Krueger, Linda Anderson, Doug Greenley, Samantha Gust, Robert Anderson, Chizuko Shastri

Absent: Andrew Brammer, Shelly Carlson

There were enough Board members present to have a quorum. Linda Anderson, Vice President, conducted the meeting.

Approval of the Agenda
The agenda was approved

Approval of the September Minutes
The minutes were approved

Public comment

Chizuko Shastri brought up the topic of the One Book, One Community this year. Megan says that it was very successful this year. There were double the amount of people at the event, compared to last year. Chizuko also says that she had coffee with the mayor and brought up the request to repair the pothole in the parking lot. She would like a way for the public to know that their requests have been received.

LARL Report

Nothing to report from the LARL meeting.

Director's report

New outdoor, drive up, book drop spot has been installed.

The Friends of the Library are looking into starting a used book store in the Moorhead Center Mall, possibly opening in January. The profits will fund library projects. The hours will most likely be during the daytime, as that is when there is the most foot traffic. It was suggested that the library could also have events, like story time, especially during events.

Security issues: The number of instances is the same, but the communication with the police department is very open. Megan is able to email questions to find how to best handle different situations. Now that the bathrooms are locked, the issue with finding alcohol is in both bathrooms instead of primarily in the men's room.

Ward 1, Ward 2, At Large and Clay County Board positions will be open next year. The officers will be elected from the new members. There is also an opening on the LARL board.

Other Business

Chizuko mentioned that we also need a board member to attend the Friends of the Library meetings.

The meeting was adjourned at 5:50 p.m.

The next Board meeting is scheduled for January 14, 2020 at 5:30 p.m.

Submitted by,
Kristi Carlson

Moorhead Library Board
Board of Trustees, Regular Meeting
January 14, 2020

Director's Report

2019 Recap

The following is a sampling of activities and accomplishments by Moorhead Library staff during the past year:

- Purchased and installed a new service desk and a fourth public service computer. This project has allowed library staff to offer more efficient service to customers in the library.
- Purchased a new microfilm machine to offer an updated and more efficient resource for researchers.
- Added subject browsing bins in the children's area to help families find popular topics more easily.
- Began offering notary services, which remain highly used
- Created a new event space by removing four stacks formerly housing nonfiction items
- Began new and exciting partnerships such as homebound delivery services through Meals on Wheels and the Wash 'n Lean initiative with the East 10 Laundromat

Things to Look Forward to in 2020

Offsite Book Drop: The library will install a book drop at the Azool Hornbacher's in South Moorhead in spring 2020. Community members have requested this service several times and we are excited to finally begin offering this convenient drop-off location. More updates will become available as spring approaches.

Region-Wide Library Card Signup Initiative: According to Minnesota statistics, 1 in 4 Minnesotans have a library card. Our goal for 2020 will be to report that 1 in 4 LARL residents have a card as well. Throughout this year. We are especially excited to tackle this initiative in Moorhead where less than half of our residents have a current library card.

Additional Projects and Initiatives: We look forward to working on countless other new projects this year including expanded teen programming, reaching out to the Clay County Jail to explore partnership and/or programming ideas, expanding our homebound delivery services, a new outreach vehicle to bring library services across the city, a possible book store in the Moorhead Center Mall and much, much more.

Current Programs and Services

Civics Lab Display: Throughout 2020, the library will feature a Civics Lab display featuring relevant materials and tips for finding credible information resources on current social issues. The display is located in the magazine area and will cover topics such as mental wellness, climate change, immigration, voting rights, and more.

Beat the Winter Blues: Prairie St. John's will offer two events at the library focusing on mental health during the tough winter months. A Meet and Greet will be held Tuesday, January 21 from 12-2 p.m. at the Moorhead Library, giving the opportunity to enjoy refreshments and learn about the programs and services provided by Prairie St. John's for mental health and substance use challenges.

On Thursday, January 23, a “Battling the Winter Blues” workshop will be held from 6:30- 8 p.m. at the Moorhead Library. The workshop will focus on effective ways to manage emotions during the winter months. A representative from Prairie St. John’s will share signs and symptoms to watch for and effective ways to battle the winter blues.

Book Blizzard: LARL’s Adult Winter Reading Program is underway and will run through February. Participants read for books or complete three challenges for each entry to win prizes. Enter the contest via paper reading logs available in the library or online: <https://larl.org/bookblizzard/>.

Building and Grounds Issues/Maintenance

Upcoming Feasibility Study: library staff are currently in communication with the City of Moorhead regarding a possible feasibility study to take place in 2020. The study will look into the feasibility of various options including renovation of the current space, constructing a new building, and sharing space with the Historical and Cultural Society of Clay County (the Hjemkomst Center). This group will be notified as new information becomes available.

Friends of the Moorhead Library

Annual Meeting: The Friends will hold their annual meeting Saturday, January 25th at 10:00am in the magazine area. Refreshments will be served.

Happy New Year!

MOORHEAD PUBLIC LIBRARY BOARD OF TRUSTEES

ARTICLE 1 *Identification*

The name of this organization shall be the Moorhead Public Library Board of Trustees.

ARTICLE II *Purpose*

In accordance with the provisions of Minnesota Statutes and the Lake Agassiz Regional Library Agreement, the purpose of this organization shall be to deal with matters which pertain to the Moorhead Public Library facilities and property; to advise the Lake Agassiz Regional Library Board of Trustees on matters affecting the Moorhead Public Library; and to work for full cooperation and coordination of services within the regional public library system.

ARTICLE III *Members*

Section 1. *Number and Qualifications of Members.*

Membership of the Moorhead Public Library Board of Trustees shall consist of nine (9) members. Eight (8) members shall be appointed by the Moorhead Mayor/City Council. One (1) member of these eight (8) members shall be appointed upon nomination by the Council members from each of the four (4) wards. The Mayor of Moorhead shall appoint four (4) of these eight (8) members – three (3) at-large members and one (1) member of the City Council. These eight (8) members shall be residents of the City of Moorhead. One (1) member shall be appointed by the Clay County Commission. This member shall be a resident of Clay County. The appropriate number of members, resident in the City of Moorhead, shall concurrently, be members of the Lake Agassiz Regional Library Board of Trustees.

Section 2. *Appointment.*

Members shall be appointed for staggered three-year terms of office, except that the City Council member shall be appointed for a one-year term of office. Members may serve two consecutive three-year terms of office. **Appointments will become effective on January 1.**

Section 3. *Disqualification.*

Any member who moves out of the City of Moorhead shall be responsible for notifying the secretary of the Board of Trustees. Upon receipt of such notification, the position shall be declared vacant.

Section 4. *Additional Policies for Citizen Advisory Groups.*

Except as otherwise noted, the provisions of the City of Moorhead's "Policies for Appointments and Removal for Citizen Advisory Groups" shall apply to the Moorhead Public Library Board of Trustees.

ARTICLE IV *Officers*

Officers of the Moorhead Public Library Board of Trustees shall be a president, vice president and secretary.

The president shall preside at all meetings and perform such other duties as custom and law devolve upon the president.

The vice president or secretary shall assume the duties of the president in the event of the absence or disability of the president, keep an accurate record of all proceedings of the Board and give notice of all meetings.

The officers shall be elected at the first meeting of the Moorhead Public Library Board of Trustees after January 1 for a term of one year. An officer may succeed himself/herself, provided he/she shall not serve more than three consecutive terms. Vacancies in office shall be filled by vote at the next meeting of the Moorhead Public Library Board of Trustees after the vacancy occurs.

ARTICLE V *Meetings*

Section 1. *Time and Place.*

Meetings shall be called by the president, or upon the written request of two members, for the transaction of business as stated in the meeting request. Notice stating the time and place of any meeting and the purpose for which called shall be given at least two (2) days in advance of the meeting.

Section 2. *Quorum.*

A quorum for transaction of business shall consist of a simple majority of the members.

Section 3. *Parliamentary Authority.*

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

ARTICLE VI *Committees*

Ad hoc committees for the study of special problems or issues shall be appointed by the president to serve until the final report of the work for which they were appointed has been filed.

ARTICLE VII *Executive Officer*

The Moorhead Library Director shall be the executive officer for the Moorhead Public Library Board of Trustees. The Moorhead Library Director or his/her designated substitute shall attend all meetings of the Moorhead Public Library Board of Trustees.

ARTICLE VIII *Amendments*

These bylaws may be amended at any meeting of the Moorhead Public Library Board of Trustees by majority vote of the members present, provided the proposed amendment has been sent to the members at least thirty (30) days prior to the meeting.

Adopted: Moorhead Public Library Board of Trustees, August 17, 1983 to supersede its bylaws of December 16, 1957, as amended January 21, 1970 and May 5, 1982.

Amended: January 13, 1994 and March 19, 2002

Amended: August 2008

Amended: February 2019