Moorhead Library
BOARD OF TRUSTEES
Regular Meeting, February 9th, 2021
Virtual Meeting, 5:30 p.m.
https://us02web.zoom.us/j/83734349027?pwd=SkcyZUNVOExRUkUrWk8xVXErdWd0QT09

Agenda

● Open Meeting

● Approve Agenda

● Approve minutes from November, 2020 meeting

● Welcome New Members/Introductions
  ○ Administer Oath of Office

● County Library Board Position

● LARL Board Update – LARL Members – see attached

● City Council Report – Council Liaison

● Director’s Report

● #LARLReads Social Media Campaign

● City Council Tours @ the Library

● 2021 Meeting Schedule
  ○ Second Tuesday of the following months at 5:30pm: February, April, September, November.
  ○ Meetings will be held via Zoom until further notice.

● Other Business

● Next Meeting: April 13th, 2021
Moorhead Public Library Board Meeting  
November 11, 2020


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

Approval of Agenda

Robert moved to approve the agenda. Douglas seconded. Motion passed.

Approval of Minutes from September, 2020 Meeting

Robert moved to approve minutes. Douglas seconded. Motion passed.

LARL Board Update – LARL Members

Chizuko sent information that was shared with the board regarding LARL Board Updates.

Clarification on terminology

- Legacy Service should be deleted from LARL Board Updates and replaced by Legacy Programs. These are programs that are funded by the MN Legacy Grant (Arts and Cultural Heritage Fund)

- Career Force – a statewide service that helps unemployed individuals as well as those looking to make career change. The library is looking to ways to build partnerships and understanding the referral process. Will have more information in future meetings.

Question asked about funds used to complete needs assessment. The LARL Board was asked to provide funding for this, but it was voted down. The library and council will continue to look for additional funds to complete this assessment.

- The needs assessment includes looking at building needs, space needs, audit of services, etc… It will be done by an outside organization and will likely involve community members, board members, and staff.

- Informal discussions are being had regarding the needs of a future space.

Robert moved to approve. Douglas seconded. Motion passed.

City Council Report – Council Liaison

Council secured funds for bonding bill. Will include:

- 11th St underpass

- Assist Clay County in building new transfer station

- Improvements to National Guard center

- Purchasing more homes for flood mitigation
Approved committee for underpass.

Purchased townhomes in north Moorhead to provide affordable home ownership opportunities.

COVID testing sight at Edison Elementary school. Free to community members.

**Director’s Report**

Shifted back to offering curbside services and in-building browsing by appointment.

Staff have been able to effectively serve walk-ups.

All area public libraries will be using this same model.

Very few concerns from the public regarding these changes.

**2021 Board Position Election Results**

Linda Anderson - President

Douglas Greenly - Vice President

Samantha Gust - Secretary

**2021 Membership**

No updates at this time. Waiting for official word from the city clerk.

**2021 Meeting Schedule**

No discussion.

**Other Business**

The library will be participating in an art project with Creative Moorhead. Will be a location for an outdoor gallery in addition to other downtown locations.

Discussion about the spring City Council event that was cancelled due to COVID. Will push the event into the future, as COVID allows.

Question was raised about how digital library services may be expanded.

- E-Book usage is up

- Added service for streaming television and movie

Robert was elected to the Clay County Water and Soil Board.

**The meeting was adjourned at 6:12 pm**

The next board meeting is scheduled for February 9th, 2021
Library Activity

The library is currently open for walk-in traffic. We continue to offer Express Library services, encouraging short visits, offering limited seating, limited in-person technology assistance (only what is possible when keeping proper distance), limited meeting room use, and no in-person events. The library also continues to be open limited hours: Monday - Saturday, 10:00am-6:00pm.

Starting March 1st, the library will transition back to normal operating hours. These hours will be as follows: Monday - Thursday, 9:00am - 9:00pm, Friday and Saturday, 10:00am - 6:00pm. At this time, we will continue to offer Express Library Services while transitioning back to normal/full services levels as we are able to do so.

While circulation is down at the library, staff are busy helping the public with computer assistance, applying for jobs or unemployment, faxing documents, notarizing documents, proctoring exams and much more.

Events

2021 is a big year for Lake Agassiz Regional Library as we celebrate 60 years of service. The following events are held in honor of Lake Agassiz Regional Library celebrating its 60th Anniversary.

Author Presentation Featuring William Kent Krueger
Tuesday, February 16 at 7 PM
Virtual Event on the LARL Facebook Page (facebook.com/larlmn/live)

Fringe Earring Take-Home Kits with Tawny Trottier Cale
February 22
Virtual demonstration available at larl.org/craft kits with take-home craft kits available.

Midwest Native Plant Primer Featuring Alan Branhagen
Tuesday, March 9 at 7 PM
Virtual Event on the LARL Facebook Page (facebook.com/larlmn/live)

1961: A Minnesota Sports Retrospective with Ross Bernstein
Tuesday, March 23 at 7 PM
Virtual Event on the LARL Facebook Page (facebook.com/larlmn/live)

Madness and Mental Health with Journalist and Author Marya Hornbacher
May 18 at 10:30 AM at the Detroit Lakes Public Library and 7 PM at the Moorhead Public Library
In-Person Events, Also Streamed to the LARL Facebook Page (facebook.com/larlmn/live)

Customers are also encouraged to help us fulfill our mission of enriching lives and strengthening communities.
by making a $60 donation in honor of this milestone at larl.org/donate.

**Services**

A digital magazine collection is now available through Overdrive or in the Libby app. Customers can check out digital magazines to read on a computer or mobile device. Magazine checkouts do not count toward the 20 item checkout limit for ebooks and audiobooks. Spread the word and enjoy!

**Community Needs Assessment Update**

The Community Needs Assessment officially began February 1st with a kickoff meeting with the steering committee. The committee includes the following individuals:

- Megan Krueger
- Liz Lynch
- Linda Anderson
- Shelly Carlson
- Brandon Lunak
- Lori Schwartz
- Pam Gibb

The work of the committee will involve providing suggestions for community members who should be included in this process. Options include in-depth one-on-one interviews with community members (6-8) and approximately 3 focus groups each including 10 individuals.

The process will also include a community survey open to all community members. We hope to obtain a minimum of 300 responses to this survey.

If you have suggestions for individuals who should be included in this process please speak up! And, please take the community survey when it is available and do your best to get other individuals to participate as well. Participants in this process do not need to be current library users.

**Staffing Update**

Due to COVID-19, two staff positions were furloughed in 2020. The furloughed positions included a 20/hr Assistant and a 40/hr Assistant position. We have decided to transition the 40/hr Assistant position into a 40/hr Associate position and are in the process of filling this position now. We will not fill the 20/hr Assistant position at this time.
1. New Board Member
   ● We welcomed new Clay County Commissioner, David Ebinger. Previously Jim Haney served.

2. Financial Report
   ● With 100% of the year complete as of December 31, 2020.

3. Financial Committee Report
   ● Bell State Bank and Edward Jones were approved as authorized institutions for 2021
   ● Draft 2021 Final Budget (below)

<table>
<thead>
<tr>
<th>Category</th>
<th>2020 Budget</th>
<th>2021 Prelim Budget(6/20)</th>
<th>2021 Budget</th>
<th>% Variance 2020-21 Final</th>
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<td>Library Materials</td>
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<td>Automation/Cataloging</td>
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<td>Library Programming/staff Dev.</td>
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<td>Mileage/Board Mtg Expense</td>
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<td>Regional Library Telecom Aid</td>
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<td>Other Operating Expenses</td>
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<td>Total Budget</td>
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   ● 2021 Final Budget (below) was approved

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<tr>
<th>REVENUE</th>
<th>2020 Budget</th>
<th>2021 Prelim Budget (6/20)</th>
<th>2021 Budget</th>
<th>% Variance 2020-21 Final</th>
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| GRANTS                            |             |                          |             |                         |
| State Basic Support               | 525,699     | 530,000                  | 533,513     |                         |
| Regional Library Telecom Aid      | 93,150      | 93,150                   | 83,650      |                         |
| TOTAL GRANTS                      | 618,849     | 623,150                  | 617,163     | -0.3%                   |

| OTHER REVENUE                     |             |                          |             |                         |
4. Director’s Report

❖ **Current Services**
- All LARL locations are offering service to the public.
- All locations with the exception of Bagley and Cormorant will be opening for regular services on January 20th.
- Bagley and Cormorant will continue to offer “by appointment” and curbside services for the time being.

❖ **Legal Kiosks**
- The Bagley, Breckenridge, Crookston, Detroit Lakes, Fertile and Moorhead Public Libraries received Legal Kiosks from Legal Services of Northwest Minnesota.
- Five of the six kiosks feature a computer, printer, webcam, scanner and printer in a private location so residents can gain private access to legal assistance.
- This project was funded with CARES Act funding from Legal Services of Northwest Minnesota and will include training for staff and promotional materials when the kiosks are up and running.

❖ **Circulation**
- While the checkout rate of print and physical materials was much lower (down 32%) in 2020 vs. previous. Years, LARL has seen a spike in the downloading of eBooks and eAudiobooks (increase of 20%).
- 1,886 library customers subscribed to LARL OverDrive services in 2020 and 975 customers subscribed to Hoopla.

❖ **Moorhead Public Library Needs Assessment**
- Library Strategies will be conducting a Needs Assessment for the Moorhead Public Library/LARL Headquarters, which will be starts 1st week of February.
- This aligns nicely with the Moorhead City Council’s recent approved action to bring a sales tax for a new library/community center to the legislature for approval by January 31, 2021.
- The Needs assessment deliverables include the following: review of background data, community survey, interviews with key stakeholders and community members, site visit and review, and facilities assessment report and recommendations.

❖ **LARL’s 60th Anniversary**
- Lake Agassiz Regional Library is celebrating its 60th anniversary in 2021. The celebration will include the following:
  - A special anniversary logo that will be placed on all marketing materials in 2021.
A #Campain encouraging community leaders, business owners, educators, administrators, etc. to post their favorite book, or what they are currently reading, followed by #LARLReads and #LARL60Years.

Social media posts with historic photos throughout the year

Fundraising campaigns advocating for $60 donations

A special region-wide event will be occurring each month

- **Book Blizzard, Winter Reading Program for Adults**
  January 1 through February 28

- **Author Presentation Featuring William Kent Krueger**
  Tuesday, February 16 at 7PM
  Virtual event on the LARL Facebook page (facebook.com/larlmn/live)

- **Fringe Earring Take-Home Kits with Tawny Trottier Cale**
  February 22
  Virtual demonstration available at larl.org/craft kits with take-home craft kits available.

- **Midwest Native Plant Primer Featuring Alan Branhagen**
  March 9 at 7PM
  Virtual event on the LARL Facebook Page (facebook.com/larlmn/live)

- **1961: A Minnesota Sports Retrospective with Ross Bernstein**
  March 23 at 7PM
  Virtual event on the LARL Facebook Page (facebook.com/larlmn/live)

- **Adam Thielen Poetry Contest**
  April 1-9, submission accepted with winner announced on April 30th

- **Madness and Mental Health with Journalist and Author Marya Hornbacher**
  May 18 at 10:30AM at the Detroit Lakes Public Library and 7PM at the Moorhead Public Library
  In-person events, also streamed to the LARL Facebook page (facebook.com/larlmn/live)

**Statewide News**

- The Council of Regional Public Library System Administrators (CRPLSA) has been working on Legislative priorities. The tentative priorities include the following:

  - Legacy Funding from the Arts and Cultural Heritage Fund; $2.6m for the 12 Regional Public Library Systems supporting over 350 public libraries across the state.
  - Regional Library Basic System Support (RLBSS): An increase and formula change for the 12 Regional Public Library Systems
  - Bonding Bill: in the following year’s bonding bill, we would like inclusion for library building and remodeling costs for the 12 Regional Public Library Systems.

- Virtual Library Legislative Week, February 21-27, 2021