

# Moorhead Library

## BOARD OF TRUSTEES

Regular Meeting, September 14, 2021

Hybrid Meeting, 5:30 p.m.

### Agenda

- Open Meeting
- Approve Agenda
- Approve minutes from April, 2021 meeting
- Welcome New Member - Charley Johnson
- Special election: Board Chair / LARL Board Representative
- County Library Board Position
- Needs Assessment Update
  - Mayor's Task Force
- Building Committee Task
  - Former Gates Training Lab Proposal
- LARL Board Update – LARL Members
- City Council Report – Council Liaison
- Director's Report
- Other Business
- Next Meeting: November 9th, 2021

Moorhead Library

BOARD OF TRUSTEES

Regular Meeting, April 13, 2021

Virtual Meeting, 5:30 p.m.

Present: Doug Greenley, Kristi Carlson, Chizuko Shastri, Samantha Gust, Neely Benten, Kim Melton, Kellie Meehlhause

There were enough board members present to have a quorum. Douglas Greenly, Vice President, conducted the meeting.

#### Approval of Agenda

- Douglas moved to approve agenda, board seconded. Motion passed

#### Approval of Minutes from February 2021 Meeting

- Samantha moved to approve the minutes, Kellie seconded, motion passed

#### Summer Library Experience Preview – Kai Thorstad, Youth Librarian

- Kai shared summer events. Theme: Tails and Trails
  - Events can be in-person, distanced and masked. Taking place in the parking lot in-between the Library and the Rourke
  - June 8th – Pet show. Pets both real and stuffed are welcomed
  - June 16th – One Vegetable One Community presentation
  - June 23rd – Markus from the Hjemkomst Center will presenting on immigrant stories
  - June 30th – Passive craft, butterfly feeder
  - July 7th – Take home scavenger hunt
  - July 14th – Cloth facemask decorating
  - July 21st – Postcard party
  - July 28th – Finger painting a mural to be hung in the library
  - For more information, you can visit the Moorhead calendar on LARL.org and handouts will be available in the Library. Most events will be for elementary and middle school aged children, but all are invited.

#### LARL Board Update – LARL Members

- Chizuko sent information that was shared with the board regarding LARL Board updates

#### City Council Report – Council Liaison

- Council Member Caroon was unable to attend today's meeting. Prior to the meeting, she shared that the Ward 2 position is open and the council will interviewing candidates

#### Director's Report

- Back to normal hours starting March 1st
- Traffic is slower in the evening
- The gate count is down by about 50% from "normal" years
- Maria Hornbacher event on May 18th.
- This will be the first in-person event since the onset of the pandemic. Hoping to make it a hybrid event. This event is part of the 60th Anniversary schedule
- Inviting people to take participate in 60 books for 60 years to help celebrate the 60th Anniversary
- Still working on the book truck schedule. Hiring a part-time staff person for the summer months
- Legal kiosk is up and running (in partnership with Legal Services of MN)
- Staffing update:
  - Tiffany Ross was recently promoted to a full time Librarian position
  - Hired Kaiylin Allen to replace Tiffany's previous position
  - Bag sale currently taking place. Will have another sale outdoors mid-May
- Comments:
  - It was recommended to have a service menu at the entry to let patrons know their options

#### County Library Board Position

- No update at this time

#### Police Review and Discussion – Code of Conduct

- Code of Conduct will go to the LARL Board in May-

- Biggest change has been regarding proselytizing
- Comments:
  - A question was raised about the need for a lawyer to be involved in these changes. LARL has a lawyer they work with.

#### Endowment Funds

- Endowment with the FM Area Foundation (approximately \$125 a year)
- Board needs to approve to either reinvest, or spend the funds
  - Kim Melton made a motion to reinvest the funds. Neely Benton seconded. Motion passed.

#### Needs Assessment Update

- Background information
  - Survey results came back and were mostly good. Some negative feedback about the facility, restrooms, and concerns about certain populations using the library
  - Condition of the current building is a concern
  - Boiler and HVAC are consistently breaking down.
  - Roof, lighting and other systems are nearing break down
  - Layout and amenities are not what the community needs
  - The city is moving towards more joint facilities
- Will find out this summer if the city has permission to bring the ½ cent sales tax to be approved to go to vote
- Subcommittees (building committee, Vote Yes committee)
- Comments:
  - A question was raised about renovating vs finding a new space. It would not be financially feasible to renovate
  - Comments were made regarding what types of organizations or resources could be collocated with the library in its new space

#### Legislative Update

- RLBSS (funding the MN library systems receives from the state) – there has not been an increase in that pot of funding since 2007 and there is an issue in the way that funding is allocated. It is being asked to change the formula to be more equitable and an increase in funding
- In both the house and senate education omnibus bills
- Legacy funding bill (money used to offer arts and cultural programming) – this funding is never guaranteed

#### LARL Donor Report

- New donor report has been created and are available in the library

#### Other Business

- City council tours occurred last week. Small turn out, but it went well

The meeting was adjourned at 6:35 pm.

Next meeting scheduled for September 14, 2021

Moorhead Library Board  
Board of Trustees, Regular Meeting  
September 14, 2021  
**Director's Report**

## **Fall Events**

We are excited to invite the public to the library for a series of in-person events this fall. In addition to some of our core programs such as book clubs and storytime, we focused our attention on bringing in community partners and ensuring that our offerings aligned with LARL's strategic plan, which focuses on Economic and Workforce Development, Education and Equity. Events will include:

Fall Lawn and Garden Care presented by Randy Nelson, U of M Extension Coordinator for the Clay County Master Gardeners. This event will take place Monday, September 20th at 6:30pm.

A two-part Job Help series hosted by staff from Career Force. The events will take place on Wednesday, October 13th and Wednesday, October 20th at 10:00am and will focus on local services available to job seekers and resume building.

Hudda Ibrahim, author of "From Samolia to Snow." Do you have questions about your Somali neighbors? Author Hudda Ibrahim will seek to answer common questions, including why many Somali immigrants have made their home in Minnesota, and share about her culture. Attendees will have the opportunity to ask questions about her work and experiences. This event will take place Tuesday, September 21st at 6:30pm.

A full list of our fall events can be found here: <https://larl.org/locations/moorhead/>.

## **Services**

Both meeting rooms now include equipment making it possible for users to host presentations and hybrid meetings. Staff are still learning how to use the equipment; we will advertise more heavily once staff feel comfortable teaching meeting room users how to utilize the equipment.

## **Staffing Update**

The library is amid a significant staffing transition as we said goodbye to Jenny Rodger, our Public Services Librarian at the end of August. This position oversees reference, instruction and outreach services and supervises the staff who provide these services. Rather than fill this position, we have done the following:

- Change a full-time Library Assistant position to a full-time Librarian position
- Hire an additional full-time Librarian (we will now have 6, rather than 4)

- Continued funding for a temporary Summer Outreach Librarian position each year

Our staffing structure still includes a Circulation Supervisor who oversees our Library Assistants.

Congratulations to Meaghan Cronin, our Summer Outreach Librarian, who was recently promoted to a full-time Librarian.

In addition, the Library is currently seeking a part-time Library Assistant and a Substitute Librarian.

### **Friends of the Moorhead Library**

The Friends of the Library will host their fall book sale October 7-9 and will include a large collection of newly donated items.

The Friends also launched a virtual book sale this summer. Shoppers can select items for purchase, then pick up and pay for the items by visiting the library.

Karen Jakowitz, Friends President, has been nominated for the Standup for Standout Library Friends award presented by the Minnesota Association of Library Friends. An award ceremony will take place at the Minnesota Library Association Annual conference in October.

### **Building Issues**

The city has signed a contract to patch areas of the library roof this fall. This should take care of the occasional roof leaks we have experienced over the past several years.