

# Moorhead Public Library

## BOARD OF TRUSTEES

Regular Meeting

November 3, 2022

5:30 p.m.

### **Agenda**

- Open Meeting
- Approve Agenda
- Approve minutes from September 2022 meeting
- 2023 Board Positions and Membership
- Library / Community Center Project Update - Megan, Doug and Laura
- LARL Board Update – See attached
- City Council Report – Council Liaison
- Director's Report
- Other Business
- Next Meeting: November 8, 2022

**Moorhead Library**  
**BOARD OF TRUSTEES**  
**Regular Meeting, September 13, 2022 | 5:30 p.m.**

**Present: Doug Greenley, Kellie Meehlhause, Kim Melton, Chizuko Shastri, Samantha Gust, Laura Caroon, Neely Benton**

**Meeting called to order at 5:34 p.m. There were enough board members present to have a quorum. Neely Benton, Board Vice President, conducted the meeting**

**Approve Agenda \_\_\_\_\_**

- : Samantha moved to approve the agenda, Kellie seconded**

**Approve minutes from April 2022 meeting**

- : Laura moved to approve minutes with update to committee member name spelling, Kim seconded**

**Library / Community Center Project Update – Laura**

- : Campaign in full swing**
  - o 8-9 public presentations done this month, booths at events, parade involvement**
  - o Still soliciting donations – can be made on the [yes56560](http://yes56560.com) website**
  - o Email from city went out today to inform residents**

**LARL Board Update – LARL Members**

- : Chizuko shared report from last meeting**

**City Council Report – Council Liaison**

- : State is planning to give the city of Moorhead \$1M for entrepreneurship support to be used in community center**
- : Council is currently working on budget**

**Director's Report**

- : Gate count continues to climb towards pre-pandemic rates**
- : Summer library experiences – 100-200 people**
- : LARL student library card pilot – access to digital and physical resources**
- : Reminder of Friends of the Library Book Sale this week**

**The meeting adjourned at 6:00 pm. Next Meeting: November 8, 2022**

## LARL Board meeting report on September 22, 2022

### 1. Financial Report

- With 66.67% of 2022 complete, LARL spent 64.45% of budgeted expenses as of August 31, 2022.
- Approved to authorize the Regional Library Director and Finance/HR Director to submit the final report and documentation of actual expense for FY2022 Regional Library Telecommunications Aid.
- Approved the application for FY2023 Regional Library Telecommunications Aid
- Approved to authorize the Regional Library Director and Finance/HR Director to submit the report of results accomplished for the FY2022 Regional Library Basic System Support Grant.

### 2. Director's Report

#### · Moorhead Library Staffing

- Welcome to: Paul Hollman (Circulation Supervisor), Kaitlin Thouvenell-Crowley (Assistant), Reagan Spars (Assistant), Stephanie Germain (Librarian).
- Congratulation to: Leigh Cameron (Associate) accepted the Reference Supervision position. Kirsten Monson (Moorhead Assistant) accepted the Routing and Rotation Assistant position in the Regional Office. Samantha Albers (Breckenridge Librarian) the Moorhead Librarian position.

#### · LARL Student Cards

- Lake Agassiz Regional Library has launched its first LARL Student Card partnership with Moorhead Area Public Schools. During this pilot project, parents were given the option to opt-in for library services for their 5-12 grade student, giving them instant access to all electronic resources (eBooks, eAudiobooks, research databases and more) in addition to access to physical materials in the Moorhead Public Library. Thus for, 3,382 students have signed up for this service. If it goes well, we are hoping to reach out to rural schools across the region.

- Active shooter training with Moorhead Police Department is scheduled on October 10<sup>th</sup> during the annual LARL staff retreat at the Moorhead Public Library

## **Director's Report**

### **Library Activity**

Legacy events have been well attended this fall and appreciated by community members; approximately 160 people attended the Secrets of the Congdon Mansion event with Joe Kimball in October. It was a fun event and reminded us that we are in need of a larger and better space to provide community events like this

We continue to work with ASP to provide security services during the evening hours. While we still experience occasional security issues, the presence of ASP staff successfully deters a significant portion of what we used to encounter.

### **Building Issues**

We recently experienced major issues with the HVAC and electrical system in the library. This included an incident in which the air handler exploded, causing an electrical outage in the library as well as surrounding businesses. Electricians also discovered a dangerous situation and stated that we are lucky we did not have a fire. We closed the library early in order for electricians to safely address the issue.

### **Staffing**

Congratulations to Tiffany Ross who has accepted a position at Horizon Middle School. Tiffany's last day at the Moorhead Library will be November 8. We are currently advertising the open Librarian position and will conduct interviews later this month.