

Moorhead Public Library
BOARD OF TRUSTEES

Regular Meeting
February 14, 2023
5:30 p.m.

Agenda

- Open Meeting
- Approve Agenda
- Approve minutes from November 2022 meeting
- 2023 Legislative Priorities - Liz Lynch
- 2023 Board Membership and Election of Officers
 - Chair
 - Vice Chair
 - Secretary
 - Liaison to the Friends of the Moorhead Library Board

- LARL Board Update – See attached
- City Council Report – Council Liaison
- Director’s Report
- Other Business
- Next Meeting: April 11, 2023

Moorhead Library
BOARD OF TRUSTEES
Regular Meeting, November 3, 2022 | 5:30 p.m.

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

Meeting called to order at 5:32 p.m. There were enough board members present to have a quorum. Neely Benton, Board Vice President, conducted the meeting

Approve Agenda

- Update next meeting date
- Kellie moved to approve agenda; Laura seconded

Approve minutes from September 2022 meeting

- Update to minutes from last meeting
 - Director's report - "Summer library experiences – 100-200 people *in attendance at each experience*"
- Laura moved to approve minutes; Neely seconded

2023 Board Positions & Memberships

- Kim & Chizuko will be appointed to another term
- President, Vice President, and Secretary positions will be up for election at the next board meeting. Doug, Neely, and Samantha have expressed interest in reelection
- Doug will be stepping down from the LARL Board. New member will need to be appointed

Library / Community Center Project Update – Laura

- Over 100 signs have been delivered to community members
- Tabling, presentations, interviews, information sessions have been taking place over the course of the summer and fall
- A lot of positive reactions to the proposal

LARL Board Update – LARL Members

- Reviewed LARL Board meeting report from September 22, 2022
- Question on assessment strategies used to measure success of the LARL student cards. Will have more information soon

City Council Report – Council Liaison

- Discussion of Main Avenue parking test

Director's Report

- Successful recent events – Secrets of the Congdon Mansion, 1book 1 community, etc...

- Have occasional security issues, but the security staff successfully deters a significant portion compared to previously
- Staff updates
 - Staff went through active shooter training
 - Will be filling a vacant librarian position later this month
- Major issues with HVAC and electrical system

The meeting adjourned at 6:14 pm. Next Meeting: February 14, 2023

LARL Board meeting report on January 19, 2023

1. Financial Report

- With 100% of 2022 complete, LARL spent 100.00% of budgeted expenses as of December 31, 2022.
- Total payroll for 2022 was \$1,951.14 (6 males & 48 females).
- Arts and Cultural Heritage Fund (ACHF) report (July 1, 2020 – June 30, 2021) highlight:
 - ⇒ Total number of activities, programs, and/or event: 18 activities and 67 events
 - ⇒ Total participation/attendance? 4,016
 - ⇒ Total value of in-kind contributions: \$3,591.00
 - ⇒ Total administrative costs (funded by ACHF): \$7,604.00

2. Financial Committee Report

- Bell State Bank and Edward Jones were approved as authorized institutions for 2023
- 2023 Final Budget (below) was approved

REVENUE	2022 Budget	2022 Prelim Budget (6/20)	2023 Budget	% Variance 2022-23 Final
Becker County	402,855	415,295	415,295	
Detroit Lakes	237,420	242,785	242,785	
Clay County	309,775	318,265	318,265	
Moorhead	790,360	807,550	807,550	
Clearwater County	109,445	112,775	112,775	
Mahnomen County	45,855	46,995	46,995	
Mahnomen	22,555	23,285	23,285	
Norman County	105,115	108,300	108,300	
Polk County	262,285	290,870	290,870	
Crookston	230,815	234,745	234,745	
Wilkin County	57,060	58,390	58,390	
Breckenridge	94,090	95,875	95,875	
SUB-TOTAL	2,697,630	2,755,130	2,755,130	2.5%

3. Director's Report

- ◆ MN DNR Partnership: Parks pass program:
 - The MN DNR has renewed its partnership with regional public library systems for 2023.
 - Lake Agassiz Regional Library will continue to provide **free State Park day passes** in the communities of Ada, Bagley, Crookston, Detroit Lakes, Mahnomen and **Moorhead**.
- ◆ Rourke Art Gallery and Museum Partnership: Kathleen Ristinen Exhibit
 - The staff of the Rourke Art Gallery and Museum have written and received a grant from the Lake Region Arts Council to display a Kathleen Ristinen exhibit at the following LARL locations:
 - ⇒ April 3 – May 14 – Breckenridge Public Library
 - ⇒ May 16 – June 23 – Detroit Lakes Public Library
 - ⇒ **June 27 – August 5 – Moorhead Library**

- ◆ Tax Season
 - The libraries provide tax forms – the bulk of the forms are printed for library customers at .10 per page.
- ◆ LARL Snapshot from 2022: Statistics
 - LARL locations reported a 1/6% overall increase in the checkout and renewal of library materials, with a total of 703,090. This includes the following breakdown:
 - ⇒ 513,581 physical items were checked out or renewed, which is a .3% increase over 2021. This includes books, DVDs, hotspots, etc.
 - ⇒ 189,509 digital items were checked out or renewed, which is a 5.3% increase over 2021. This includes checkouts using Hoopla and OverDrive.
 - ⇒ 2,127 items were checked out via Interlibrary Loan (ILL), which is a 15.7% decrease from 2021.
 - Computer use is up around the region by 12.6%, with a total of 21,918 computer use sessions.
 - New card registration is up around the region by 21.5%, with 4,105 new cards issued in 2022.
- ◆ MINLINK Cyber Attack
 - On Thursday, December 15, a cyber-attack was directed at MINLINK.org, the statewide Interlibrary Loan database, which is operated by Minitex, a joint program of the MN office of Higher Education and the University of MN. In the attack, an automated process attempted to log in to MINLINK by entering a high volume of random patron barcodes. With each successful log-in, customer data (including patron email address, delivery location, an recent requested activity) from the Rochester Public Library may have been exposed. LARL customer data was not exposed. However, in an effort to protect LARL customer information moving forward, customers will now (from February 1) have to enter a PIN, in addition to the LARL barcode number to request library materials via ILL.

Congratulations:

- Laura Caroon was elected as a LARL Board of Trustees Executive Officer

Director's Report

Programs and Services

Addition of Quiet Room: Library staff are currently working to transform a former office space in the children's area into a quiet room. This room will be available for parents / families for purposes including breastfeeding, diaper changing, etc. This new space will be available by the end of February.

Winter Reading Challenges: Book Blizzard, our adult winter reading challenge runs through the end of February. Participants can turn in physical or digital reading logs for a chance to win prizes. Those participating virtually can participate in an additional reading challenge, For the Love of Reading. Information on both challenges is available on larl.org.

Events

Frostival @ the Library: The library hosted Lonnie Dupre on Saturday, January 28th. Dupre is a polar explorer from Grand Marais, MN and gave his presentation, Greenland: Then and Now. Over 100 people attended this event and feedback was positive. The library will also host a special storytime with WDAY Meteorologist Lydia Blume, which will take place on Saturday, February 11th.

Peace Corps Speaker Series: Each Tuesday during the month of February the library will host speakers who will share their experience serving in the Peace Corps in a variety of countries.

A full list of events is available at larl.org/events.

Library / Community Center Project

A design team is currently working on the RFQ / RFP process in order to select an architecture / design firm. Discussions are also taking place regarding further opportunities for public input. More information will be available in the coming weeks and months - stay tuned!

Building Issues

Current facility issues include:

- We recently experienced a plumbing issue that rendered an upstairs restroom and the staff break room unusable for a few days. The issue is currently under control, but may require further repairs in the future.
- We are currently waiting for the staff door, as well as the step near the staff door, to be replaced. There is an issue with the door frame and the step is falling apart and no longer safe to use. The city is aware of both issues and we are simply waiting for repairs to take place when the weather allows.

Staffing

Welcome to our new part-time library assistant, Emily Henry.