

**Moorhead Library Board  
Board of Trustees, Regular Meeting  
November 12, 2024  
5:30 p.m.**

**Agenda**

- Open Meeting
- Approve Agenda
- Approve minutes from September 2024 meeting
- Library and Community Center Update
- LARL Board Update
- Director's Report
- Other Business
- Next Meeting: February 11, 2025

**Moorhead Library Board of Trustees, Regular Meeting  
September 10, 2024  
5:30 p.m.**

**Agenda**

**Present:** Chizuko Shastri, Samantha Gust, Karin Olson Held, Doug Greenley, Laura Caroon, Sonja Bloomquist, Neely Benton, Charley Johnson, Rob Remark (JLG Architects), Megan Krueger

**Members not present:** none

The meeting was called to order at 5:30 p.m. There were enough board members present to have a quorum. Neely Benton, Board Chair, conducted the meeting.

**Approve Agenda**

- Neely moved to approve the agenda; Sonja seconded. Motion passed.

**Approve minutes from April 2024 meeting**

- Neely moved to approve the meeting minutes; Sonja seconded. Motion passed.

**Library and Community Center Update**

- Rob Remark from JLG Architects presented an update and shared slides with updated renderings and illustrations.
- Planning for Spring 2026 opening!
- Megan will bring more information about the project budget and fundraising activities to the next meeting.

[Neely left early; Sam conducted the rest of the meeting]

**LARL Board Update**

- Reviewed LARL Board meeting reports from May 16 and June 20, 2024.

**Director's Report**

- Just coming off summer programming, and the program staff has a lot planned for the fall!
- New Youth Services Coordinator started.
- Hiring 2 part-time assistants.

**Other Business**

- Question about year-end fundraising appeal and designations to LARL, MPL, other projects, and/or undesignated.

**The meeting adjourned at 6:45 pm. Next Meeting: November 10, 2024**

## LARL Board meeting report on September 19, 2024

### 1. Financial Report

- With 66.67% of 2024 complete, LARL spent 65.29% of budgeted expenses as of August 31, 2024.
  - Approved the final report and documentation of actual expenses for FY2024 Regional Library Telecommunications Aid.
  - Approved the application for FY2025 Regional Library Telecommunications Aid (RITA).
  - Approved the Report of Results Accomplished for the FY2024 (July 1, 2023 – June 30, 2024) Regional Library Basic System Support (RLBSS) Grant.
- ⇒ **Accomplishment:** In calendar year 2023, LARL circulated 734,475 items, held 1,836 programs that were attended by 24,544 people, 15 virtual programs that were attended by 291 people, 1 online recorded event that were viewed 59 times, 385,840 customer uses of the library, computers were used 36,462 times and 24,869 reference transactions occurred.

### 2. Director's Report

#### LARL Staffing:

- Jayde Proffitt, Youth Services Coordinator, Moorhead Public Library
- Olivia Lepage moved from Assistant to Associate, Moorhead Public Library
- Moorhead Library's two 25 hours/week Assistant positions were filled

#### LARL News:

##### ⇒ **LARL Legacy Book Drop Contest:**

- LARL has invited local artists to submit a proposal for artistic designs to print on vinyl wraps on book drops at the Mahnomen Public Library, Crookston Public Library, Fertile Public Library and the Halstad LINK Site. Artwork has been received and the selection process is now occurring. The wraps not only celebrate the art of local artists and the community, but also protects the book drops against the elements. We are hoping to wrap the drops this fall.

### 3. Interlibrary Loan Policy change:

- Customers are limited to fifteen (previously ten) active requests in their MNLINK account at one time.

Submitted by Chizuko Shastri

## Director's Report

### Library Activity in 2024

#### New / Strengthened Partnerships:

Our Adult Services department has developed and strengthened partnerships with organizations such as Clay County Public Health, Legal Services of NW Minnesota, Clay County Extension, and more. These partnerships have allowed for new and/or improved services and programs at the library, including office hours with Lutheran Social Services and Mobile Mental Health, sneak peak performances with Theater B, and educational technology workshops with Dark Horse IT. Our weekly senior social event has provided educational and cultural experiences for attendees, many of whom have developed lasting friendships.

Our Youth Services department has made improvements to the children's area including more engaging displays and clear signage for better wayfinding. Youth Services staff are also working with local businesses for program sponsorships and special events, including a guest reader storytime with Matt's Automotive November 12th and 13th during Young Readers Week.

#### Increased Usership:

The Moorhead Library experienced increased usership throughout 2024 including increases in new customers, computer usage, gate count, meeting room use, event attendance and overall circulation. Thank you to our circulation department for providing the backbone to welcome these increased numbers.

### Upcoming Events

#### Minnesota's Most Haunted Locations

Saturday, November 16, 10:00am - 11:00am

Embark on a ghostly journey to some of the most haunted places in Minnesota with a presentation by author and paranormal researcher Chad Lewis. This program is offered free-of-charge thanks in part to funding from the Minnesota Legacy Arts & Cultural Heritage Fund.

#### Caring for Houseplants

Tuesday, November 19, 5:30pm - 6:30pm

Keep your plants looking great over the cold weather season! Join us to learn how to grow and take care of houseplants, including types of plants and the care they require. Bring all your plant care questions for Jillian Patrie, Horticulture Educator from University of Minnesota Extension in Clay County.

Find a complete list of upcoming events at [larl.org/locations/moorhead](http://larl.org/locations/moorhead).

### Building / Facility Issues

Nothing at this time!