

## Fergus Falls Public Library Board Meeting

February 8, 2021, 5:00 p.m

### Minutes

**Present:** Beth Achter, Sharon Hintgen (by Zoom), Paul Lundeen, and Nancy Olson

**Absent:** Susan Ward

**Quorum present?** Yes

**Library Staff/Guests present:** Gail Hedstrom, Library Director

**Opening:** 5:02 p.m.

**Documents:** A packet was emailed to each member and included:

1. Agenda
2. January Minutes to be approved
3. January Bills to be approved
4. Library Bylaws
5. City Charter
6. Art Policy
7. MLA Legislative Platform
8. Friends of Library Meeting Notes

#### **Director's Report to the Board:**

- Cisco Cyber Security 70 hour training taught by Clydeen Stangvik.
- Sweet Reads with donated mugs given as prizes.
- Virtual Book Club with Katelyn.
- Story Time with Krista and Arielle.
- Krista will start working with preschools for short 15 minute segments.
- Legislation week begins 02-21-2021 VLS Director scheduling Zoom meeting with Minnesota legislature representatives and someone from Library staff.
- Don't anticipate any cuts from government funding.
- We can request up to \$2000 from VLS of Legacy funds.
- Annual report due to VLS in March.
- Staff reviews due 03-31-2021.

**Fergus Falls Public Library Foundation:** Next meeting 02-23-21. Working on author event.

**Friends of the Fergus Falls Public Library:** List of members was emailed out. Many committees and members typically serve on multiple committees. Annual budget in discussion. April is annual meeting month. Bookstore is

doing well. Working on punch cards to purchase books as library unable at this time to accept credit/debit cards. Requests for financial support - early childhood, summer reading and adult activities.

**Viking Library System Report:** New member-at-large is Nan Haggerty. PC Support Specialist job opening duties 75% tech support and 25% clerical - will make the IT department at VLS more responsive to member libraries. RLBSS system members seeking more stabilized and equitable funding as the formula is not consistent - approaching Minnesota Legislature with resolution. Last funding increase was 2007.

**Action Items:**

1. January Board Minutes read and approved (motion, Beth; 2nd Nancy)
2. January bills approved (motion, Beth; 2nd Nancy)
3. Donor Fund Grant-West Central Initiative for Summer Tutoring (motion, Paul; 2nd Nancy)
4. Bike Friendly Business (motion, Paul; 2nd Nancy)
5. Bylaws Edits (motion, Nancy; 2nd Paul)

**New Business:**

1. Summer tutoring Donor Fund Grant application through West Central Initiative \$2500
2. Bike Friendly Business application \$50 fee
3. First reading of Art Policy
  - a) Edit requested that Board approves art committee members
  - b) Building Funds for additional gallery system of hanging art work
  - c) Any donated art will be given to Friends to sell (similar to Bookstore)
  - d) Library Staff will be responsible for figuring out dates and times of art set up
  - e) Art pieces for sale must have contract with Library to sell (Library doesn't want to delay or discourage sales)
  - f) Insurance to cover damage to or loss of displayed art
  - g) Library cannot at this time accept credit/debit cards - consider some sort of collaboration between Library and Friends

**Old Business:**

1. Bylaws City Code number changed and edits made to document - continue to review different policy documents every year. Director creating Board member 3 ring binders to store policy documents.

**Meeting Adjourned:** 5:41 p.m.

**Next Meeting:** March 8, 2021 at 5:00 p.m.

Respectfully Submitted,

Nancy L. Olson

## Fergus Falls Public Library Board Meeting

March 8, 2021, 5:00 p.m

### Minutes

**Present:** Beth Achter, Sharon Hintgen, Paul Lundeen, Susan Ward (by Zoom) and Nancy Olson

**Absent:** None

**Quorum present?** Yes

**Library Staff/Guests present:** Gail Hedstrom, Library Director

**Opening:** 5:02 p.m.

**Documents:** A packet was emailed to each member and included:

1. Agenda
2. February Minutes to be approved
3. February Bills to be approved
4. Materials Selection Policy
5. Friends of Library Meeting Notes

#### Director's Report to the Board:

- Programming - Citizens Climate Library Book Read - More than doubled number participating on book bunch
- Summer reading program will be virtual
- Cisco Cyber Security 70 hour training taught by Clydeen Stangvik - nationwide event and FFPL came in first place and received participation prizes of a microphone and tablet
- Partnering with Otter Tail County Solid Waste in Waste-Free
- Annual Report due this month
- Now tracking curbside service
- Employee reviews due end of the month - noted that some job descriptions need updating
- Long range plans due 12/2021(due every other year)
- Director attended legislative update three of four meetings - Senator Westrom, State Representatives Rasmusson and Backer

**Fergus Falls Public Library Foundation:** Obligation less than \$90,000. Sales tax on target. Trying to figure out which group (Foundation or Friends) will decide which gift requests.

**Friends of the Fergus Falls Public Library:** Membership and annual meetings will be virtual. Marketing Committee continues membership promotion. Working on alternate ways to carry on traditional activities. Book sale may be an annual event. Zachmann sculpture will be presented in the near future. Have received donations of art work. Collaborative partnership between Unitarian Church, West Central Initiative and FFPL. Annual meeting scheduled for 04/26/2021.

**Viking Library System Report:** Old bookmobile on the road visiting schools February 1 through May and plan to

be back to regular school June 1, 2021. Last year replaced networks at member libraries and this year will be maintaining new services such as hotspots and reading program through RLTA Funds. Plan to update software this year. Computer server at VLS will be going to software as a service. Horizon update to occur this fall. There will be PINS for library cards for added security.

**Action Items:**

1. February Board Minutes read and approved (motion, Beth; 2nd Sharon)
2. February bills approved (motion, Nancy; 2nd Beth)
3. Art Policy approved (motion, Sharon; 2nd Beth)
4. Proposed Winter Saturday extended hours (Motion, Paul; 2nd Nancy)

**New Business:**

1. Library hours needs assessment - City HR believes they can make this work. Proposed October through March Saturday hours 9:00 AM to 4:00 PM with two staff and two aides present 8:00 AM to 4:30 PM
2. Donation of \$10,000 received from Estate of Dorothy Porter
3. Ginny Adams album collection received
4. Summer tutoring applications for virtual and in person tutoring
5. Staff member Krista will work as a tutor at kids camp

**Old Business:**

1. Art Policy as edited
2. Library Aide starting pay increased from \$10.50 to \$11.50
3. Currently have 40 hotspots available which are always checked out
4. Materials Selection Policy first reading for potential updates/edits
5. Boards and Commissions Policies will be reviewed next month

**Meeting Adjourned:** 5:42 p.m.

**Next Meeting:** April 12, 2021 at 5:00 p.m.

Respectfully Submitted,

Nancy L. Olson

Fergus Falls Public Library Board Meeting

April 12, 2021, 5:00 p.m.

Minutes

**Present:** Beth Achter (Zoom), Sharon Hintgen, Paul Lundeen, and Susan Ward (Zoom)

**Absent:** Nancy Olson

**Quorum present:** Yes

**Library Staff/Guests present:** Gail Hedstrom, Library Director

**Opening:** 5:02 p.m.

**Documents:** A packet was emailed to each member and included:

1. Agenda
2. March Minutes to be approved
3. March Bills to be approved
4. Materials Selection Policy
5. Library Aide Position Description (2015)
6. Library Aide Position Description (2021)
7. Request for Reconsideration of Material Form
8. Freedom to Read Statement
9. Library Bill of Rights
10. Freedom to View Statement

**Director's Report to the Board:**

- The visitation to the library has been increasing. There were 120 people who visited last Saturday.
- The Annual Report was submitted.
- Beanstake is the summer reading program.
- Update job descriptions
- The library has exceeded the B-3 Energy Efficiency Standards by 15%. The library has reduced its use by 52%. The architects are up for an award and are using a video of the library.
- The library will be featured with an article in the Otter Tail Lakes Country Magazine as a fun place to visit. It will be noted in conjunction with the Governor's Fishing Opener.
- Legislative update. The House and Senate Education bills include a funding formula change to the regional public library. The Senate providing \$1.6 million and House \$2 million. The Senate Legacy bill includes \$2.5 million/year for two years to support arts and cultural programming. There is a bill to increase broadband.

**Fergus Falls Public Library Foundation:** Paul did not attend the meeting. The Foundation is working on creating a logo.

**Friends of the Fergus Falls Public Library:** Beth Achter gave the report. Friends is still planning a large book sale in the fall. They participated in a Minnesota Library Friends Association Zoom meeting which was very successful. Annual meeting scheduled for April 26.

**Action Items:**

1. March Board Minutes read and approved. (motion, Paul; 2<sup>nd</sup> Beth)
2. March bills approved. (motion, Paul; 2<sup>nd</sup> Beth)

**New Business:**

1. The Library will be hiring several Library Aides. They would work 4-10 hours per week Saturdays and evenings. We read through the current Job Description and made several changes to wording and Essential Functions and Responsibilities. Board will finalize next month.
2. The Library will be hiring summer 4-5 reading tutors for the virtual and in person tutoring at Kids Camp at Roosevelt Education Center. Funding will be from outside sources and will last 8 weeks.

**Old Business:**

1. Reviewed draft of changes to Materials Selection Policy. Gail will check with her staff and board will revisit it next month.
2. Reviewed Request for Reconsideration of Material Form. Gail would check with other libraries and Board will review.

**Meeting Adjourned:** 5:44 p.m.

**Next Meeting:** May 10, 2021 at 5:00 p.m.

Respectfully Submitted,

Sharon Hintgen

Fergus Falls Public Library Board Meeting  
May 10, 2021, 5:00 p.m.

## Minutes

Present: Beth Achter, Sharon Hintgen, Susan Ward, Nancy Olson

Quorum Present: Yes

Library Staff /Guests present: Gail Hedstrom, Library Director

Opening: Beth called the meeting to order at 5:00 p.m.

Documents: A packet was emailed to each member in advance and included:

1. Agenda
2. April Minutes were approved as read
3. March bills were approved

## Director's Report to the Board:

Mary Jo joined the meeting. She announced that she is retiring from her job at the library. She was commended for her 46 years of dedication to the Library. Mary Jo's work schedule will be divided among current library employees.

The summer reading program will take place virtually. Some rooms will be available but a limited number of people can attend.

The Position Descriptions of the Children's Librarian position was read and approved.

The Library Aide position was read and approved.

The legislative update was given.

An update on the Library Foundation was provided by Gail.

Gail moved that the Early Learning Librarian position increase from 20 hours per week to 40 hours per week.

The motion passed with a unanimous vote.

Beth adjourned the meeting.

The next meeting is June 14<sup>th</sup> at 5:00.

**Fergus Falls Public Library Board Meeting**

**June 14, 2021, 5:00 p.m**

**Minutes**

**Present:** Beth Achter, Sharon Hintgen, Paul Lundeen, and Nancy Olson

**Absent:** Susan Ward

**Quorum present?** Yes

**Library Staff/Guests present:** Gail Hedstrom, Library Director

**Opening:** 5:05 p.m.

**Documents:** A Google Access for documents was emailed to each member and included access to these documents:

1. Agenda
2. May Minutes to be approved
3. May Bills to be approved
4. Director's Report
5. Friends of Library Meeting Notes



## **Director's Report to the Board**

- Jobs Now/Help Now programs not being used much
- Distribution of duties - Director will prep bills & Assistant Librarian will do bank deposits
- Yard Games available for check out
- DNR 7 day park passes available for check out
- Summer Fest mini golf cost \$200 but took in \$800
- Summer reading program publicizing via local access tv and social media
- Tutoring now in 17<sup>th</sup> year - will seek donations going forward - 77 enrolled in the program with 16 on waiting list
- Two library aide positions open - 18 applicants
- Legislative update - link provided to site - Legislative session concerns Legacy Funding
- Updating employee job descriptions
- Art Policy being reworked
- Received art donation from Kim Embretson of paintings
- Created Google Access for Board documents
- Saturday hours will start in October 2021
- 50 new library cards activated last month, Inter-library & MNLink use increasing

**Fergus Falls Public Library Foundation:** Foundation will have a budget surplus as it is close to meeting its obligation to the City. Approved new logo, updating brochure, linking to new City web page.

**Friends of the Fergus Falls Public Library:** Newsletter is out, bookstore is doing well. Donated books that are not able to be sold in the bookstore are placed in the Little Libraries with the permission of the donor. Last auction earned \$500, received \$9235 in member dues. Finance Committee now has a Paypal account. The Friends are developing an annual volunteer plan so that all events have members signed up and committed to working those events. Select donated books will be evaluated by a volunteer using available valuation programs for their value.

**Viking Library System Report:** Overview of Audit completed, Bookmobile back on the road June 1<sup>st</sup>, DNR park passes available, House & Senate received target budget with Special Session no later than June 14, 2021.

### **Action Items:**

1. May Board Minutes read and approved (motion, Beth; 2nd Sharon)
2. May bills approved (motion, Sharon; 2nd Nancy)
3. Art Policy as modified approved (motion, Beth; 2nd Sharon)
4. Art Committee Members approved (Motion, Paul; 2nd Nancy)
5. First Reading of Job Description for: Assistant Librarian (Motion, Sharon; 2nd Beth) and Assistant Technical Services (Motion, Paul; 2nd Sharon - with modifications)

**New Business:**

1. Children's Librarian job position is now full time - will work with 0 to 9 years of age
2. Outreach to College Age Librarian - will work with 10 year olds to college age
3. 2nd reading of Job Descriptions - motion tabled for corrections

**Old Business:**

1. Art Policy had previous 1st Reading and 2nd Reading and was approved but feedback received as to stating volunteers receive no compensation, term limits, mileage payments, and that Director has responsibility for acquisitions and for de-acquisitions.

**Meeting Adjourned:** 5:55 p.m.

**Next Meeting:** July 12, 2021 at 5:00 p.m.

Respectfully Submitted,

Nancy L. Olson

## **Fergus Falls Public Library Board Meeting**

**July 12, 2021, 5:00 p.m**

### **Minutes**

**Present:** Beth Achter, Sharon Hintgen, Paul Lundeen, Nancy Olson and Susan Ward

**Absent:** None

**Quorum present?** Yes

**Library Staff/Guests present:** Gail Hedstrom, Library Director

**Opening:** 5:00 p.m.

**Documents:** A Google Access for documents was emailed to each member and included access to these documents:

1. Agenda
2. June Minutes to be approved
3. June Bills to be approved
4. Director's Report
5. Friends of Library Meeting Notes
6. Job Descriptions

#### **Director's Report to the Board**

- Legislative House and Senate funding and formula change did not pass
- Events calendar - Summer reading program is in full swing
- New Art Committee met
- Circulation numbers have increased by almost 10,000 from last month

**Art Committee:** New Art Committee met and Sharon Hintgen represents the Library Board. Many of the statues in the City are in need of restoration and costs discussed.

**Fergus Falls Public Library Foundation:** Foundation will have a budget surplus of approximately \$180,000. Board has member openings.

**Friends of the Fergus Falls Public Library:** Held a June meeting but will not meet July or August unless needed. They approved purchase of updated Chilton manuals. The Board will have member openings.

**Viking Library System Report:** The Library received a \$200 donation from a family who was using curbside delivery, checking out books to read over Zoom to grandchildren during pandemic.

**Action Items:**

1. June Board Minutes read and approved (motion, Paul; 2nd Beth)
2. June bills approved (motion, Paul; 2nd Nancy)
3. First Reading of Job Description for: Adult Services/Reference (Motion, Paul; 2nd Beth) and Library Assistant /Circulation (Motion, Paul; 2nd Sharon) and Youth Services (Motion, Paul; 2nd Nancy)
4. Second Reading of Job Description for: Library Assistant (Motion, Paul; 2nd Nancy) and Technical Services Library Assistant (Motion, Paul; 2nd Nancy)

**New Business:**

1. Web Page set to go online 09/01/2021
2. Mobility devices needed for patrons or other suggestions (parking, etc)
3. Statue restoration costs will be covered by City funds
4. Change in Viking Library billing for computer tech services will be approximately \$100 per computer

**Old Business:**

**Meeting Adjourned:** 6:00 p.m.

**Next Meeting:** August 9, 2021 at 5:00 p.m.

Respectfully Submitted,

Nancy L. Olson

Fergus Falls Public Library Board Meeting  
Minutes  
August 9, 2021, 5:00 p.m.

**Present:** Sharon Hintgen, Paul Lundeen, Nancy Olson

**Absent:** Susan Ward, Beth Achter

**Quorum present:** Yes

**Library Staff/Guests present:** Gail Hedstrom, Library Director

**Opening:** 5:05 p.m.

**Call to order:** Paul Lundeen, President

**Secretary's Report:** Minutes

**Documents on Google Access:**

1. Agenda
2. July Minutes to be approved
3. July Bills to be approved
4. Director's Report

**Director's Report:**

Gail presented the written report and highlighted the following:

1. Mary Jo's retirement celebration on August 18.
2. Three new aides doing excellent work.
3. Now circulating yard games and equipment.
4. Playroom reopened.
5. Weekly library column will begin in the Daily Journal.
6. MN Lib. Assoc. Conference will be virtual, some staff to attend.
7. Slowly seeing the circulation, patron visits, and My Heritage searches increase.

**Art Committee Report:**

Meeting in September. More art donated recently.

**Library Foundation Liaison Report:**

Paul reported the Foundation is focused on securing new members and paying down the remaining \$10,000 obligation. Building came in under budget so there will be some funds used for additional upgrades.

**Friends of the Library Liaison Report:**

Beth's report posted on Google Access.

**Viking Library Board Member Report:**

Nancy reported that the Cultural Heritage Fund is providing funds for updating staff and computers. They are working on a draft for interaction with social media. Also, they applied for Legacy Funds.

**Action Items:**

1. July Board Minutes: Paul moved and Sharon seconded we approve July minutes. Approved.
2. July bills: Sharon moved and Paul seconded we approve July bills. Approved.
3. Job Descriptions:
  - a. Library Assistant Circulation 2<sup>nd</sup> reading. Sharon moved and Paul seconded we approve the job description. Approved.
  - b. Youth Services Librarian 2<sup>nd</sup> reading. Paul moved and Nancy seconded we approve this job description. Approved.
  - c. Adult Services, Reference, Technical Services Librarian 2<sup>nd</sup> reading. Paul moved and Sharon seconded we approve this job description. Approved.
4. Material Selection Policy updates:
  - a. Paul moved and Nancy seconded we approve the updates. Approved.

**New Business:**

1. Meeting Room Use Policy. Currently the policy is somewhat restrictive. We would like to make rooms available to other non-profits and some businesses. First reading.
2. Materials Selection Policy updates. First reading.
3. New Hours Kickoff. New hours for the library later in the year. We would like to draw attention to the change. Ideas needed.

**Old Business:**

1. Motorized cart. Still gathering information.

**Meeting Adjourned:** 5:45 p.m.

**Next Meeting:** Sept 13 at 5:00 pm

Respectfully Submitted,

Sharon Hintgen

Fergus Falls Public Library Board Meeting  
Minutes  
September 13, 2021, 5:00 p.m.

**Present:** Beth Achter, Sharon Hintgen, Nancy Olson, and Susan Ward

**Absent:** Paul Lundeen

**Quorum present:** Yes

**Library Staff/Guests present:** Gail Hedstrom, Library Director

**Opening:** 5:06 p.m.

**Call to order:** Beth Achter, vice-president

**Agenda:** Nancy moved and Beth seconded we approve the agenda as presented: Approved.

**Secretary's Report:** August minutes were reviewed. Nancy moved and Beth seconded approval of minutes as presented. Approved

**Documents on Google Access:**

1. Agenda
2. August Minutes
3. August Bills

**Presentation of Bills:** Gail showed the new format in Excel for the bills. She explained all the items and how they will now be displayed. Sue moved and Nancy seconded the approval of August bills. Approved.

**Director's Report:**

Gail presented the income report. Each source is being displayed in a different color. Sources include: fine income, faxes, copies, and donations. The library can now take credit cards along with cash and checks.

The staff is working to process overdue notifications in a more efficient manner. It is a cumbersome process now.

With new staff the transition of work responsibilities is being reworked so there isn't duplication of effort.

Fall programming begins this week with expanded options for all groups. Arielle, youth librarian, started a new teen group called Teen Lab.

Updated long-range plans are due to the state in December of 2021 so the board will work on that at the next meeting.

The 2022 budget will be presented by Bill Sonmor at the next City Council Meeting.

Prairie Wetlands Learning Center donated 1,000 plants for the rain garden. They helped plant and weed.

Erin Smith and Gail attended the County Commissioner meeting regarding county funding.

The weekly library column will begin in the Daily Journal and Battle Lake Review with Arielle, Katelyn, Krista and Gail rotating.

The Library is will be announcing extended Saturday hours from 9-4 pm.

We now have magazines through Overdrive.

Library staff are making plans for participating in City's 150<sup>th</sup> anniversary next year.

Webpage is live and looks good.

Members of the board need to decide in 2022 if they want to serve another term. There will be board meeting training in January.

Reviewed library statistics: Patron visits are up significantly. There is a new homework tutoring session available. It would be helpful to have feedback on how it is working.

#### **Art Committee Report:**

Sharon reported that the Art Committee hopes to meet soon but has had difficulty finding a time that everyone could meet. Gail added that there is an art grant application in process.

Beth asked if it would be possible to consider a sculpture in the children's area that could be touched for a nice tactile experience. Everyone thought it was a good idea.

#### **Library Foundation Liaison Report:**

Gail reported that the Foundation was working on donations and organizing their work.

#### **Friends of the Library Liaison Report:**

They approved funds for Krista, Children's Librarian, new group, "Book-a-Teers." Also, they approved funds for Katelyn, Adult Librarian, to have Gretchen Anthony, author, come for a program featuring Evergreen Tidings from the Baumgartners on December 4.

Beth reported that they are hoping to get more help for the volunteers who run the Bookstore. The committee is having a book auction on September 27. There is a Friends of the Library week October 17-23.

#### **Viking Library Board Member Report:**

Nancy reported the Viking Library has a new hire, Zack Cunningham. He will be involved in many projects but he is providing tech support.

The Viking Library is working on strategic planning for the regional system for the next 3-5 years.

The whole system will be having a system upgrade and Zack will be helping with that.

#### **New Business:**



Gail requested the Library Board designate \$4,000 towards vinyl listening stations.

Sue moved and Sharon seconded the library set aside \$4,000 towards vinyl listening centers portable turn tables.

Gail is exploring the idea of replacing a check out machine which costs about \$6,000 and requires \$1,000 a year for maintenance. Is it better to have another check out machine or to have another person to check out materials?

Old Business:

We had the second reading of the Materials Selection Policy with revisions. We discussed the changes. Sharon moved and Nancy seconded the approval of the revisions. Approved.

We had the second reading of the Meeting Room Use Policy with revisions. We discussed the changes. Nancy moved and Sharon seconded the approval with changes. Approved.

**Action Items:**

1. August Board Minutes
2. August bills
3. \$4,000 for Vinyl Listening Stations
4. Meeting Room Use Policy
5. Materials Selection Policy.

Meeting Adjourned: 6:35 p.m.

Next Meeting: October 11, 2021, 5:00p.m.

Respectfully Submitted,

Sharon Hintgen, Secretary

Fergus Falls Public Library Board Meeting  
Minutes  
October 11, 2021, 5:00 p.m.

**Present:** Beth Achter, Sharon Hintgen, and, Paul Lundeen

**Absent:** Nancy Olson and Susan Ward

**Quorum present:** Yes

**Library Staff/Guests present:** Gail Hedstrom, Library Director

**Opening:** 5:11 p.m.

**Call to order:** Paul Lundeen

**Documents on Google Access:**

1. Agenda
2. September Minutes to be approved
3. September Bills to be approved
4. Director's Report

**Secretary's Report:** Minutes

Paul moved and Beth seconded we approve the September minutes. Approved.

**Presentation of Bills:**

Sharon moved and Paul seconded that we approve the September bills with a correction on the city utilities amount. Approved.

**Director's Report:**

Gail went over the highlights of her monthly report that was posted to Google Access.

The library continues to make process changes to help with efficiencies of handling overdue materials.

The library has been open on Saturday until 4:00 p.m. the past two weeks. It has gone well.

As of October 2, the library staff has been wearing masks and practicing social distancing.

**Art Committee Report:**

Sharon handed out a report from the Art Committee which met on October 5. The committee will apply for a LRAC grant to purchase art and provide educational programming. The committee decided to focus on native artists. The committee hopes to have 4 artists, one for each month from August thru November, 2022. Areas would include a visual artist, a musical-dance program, a bead work demonstration, and a photography artist. Naomi would contact Joseph Allen at White Earth, Gail would set up a Google Folder, Kandace would do a presentation, and Sharon would do whatever else needed to be done.

**Library Foundation Liaison Report:**

Paul and Gail reported that they are working on a letter to go out to contributors thanking them and asking them to consider the library for future contributions and estate planning.

They are inviting three members to join the board.

**Friends of the Library Liaison Report:**

Beth provided a written report from their October 6 meeting. The Friends approved \$300 for a virtual tour and \$175 for Mary Jo’s retirement party. The bookstore received \$600 from the last auction. Books we can’t sell were taken to the Food Shelf where they were greatly appreciated. On-going auctions will continue.

The Friends approved \$437.50 for advertising in the Otter Tail Lakes Country Magazine and the purchase of the 6-volume reference set, Scott Postage Stamp Catalogue for \$629.95. On October 15 & 16 there will be a Flash book sale. A retreat is planned after the November 10 meeting.

**Viking Library System Board Member Report:**

Nancy’s term will be up in January and she doesn’t plan to reup. She will continue on the Viking Library Board.

**New Business:**

Paul moved and Beth seconded Nancy remain on the VLS Board.

Otter Tail County has been selected to host the “We Are Water MN” exhibit from August 18-October 10, 2022. The library will be the host for the exhibit.

Meeting Room Use. Gail expressed concern about leaving people in the library after the library closes and staff leaves. They have groups that are in the library meeting room until 9-9:30 p.m. and up to 11:00 p.m. Gail would check with the City Attorney and Police Chief for their opinion.

**Old Business:**

Gail distributed the Long Range Plan 2022-2027 which is due to VLS at the end of the year. It needs to be updated each 2 years.

We discussed changes in the draft. It will be finalized next month.

**Action Items:**

1. September Board Minutes
2. September bills
3. Nancy Olson approved to continue on VLSB.

Meeting Adjourned: Adjourned 6:12 p.m

Next Meeting: November 8, 2021

Respectfully Submitted,

Sharon Hintgen, Secretary



**Meeting:** Library Board **Date:** December 13, 2021 **Time:** 5:00 p.m. **Location:** Zoom or in person **Members:** President: Paul Lundeen; Vice President: Beth Achter, Secretary: Sharon Hintgen members at large: Nancy Olson, Susan Ward **Library Director:** Gail Hedstrom

Agenda Item	Responsible Person	Actions/Follow up
<b>Call to order</b> 5:00 <b>M</b> Approve Agenda	Paul or Designee	
5:05 <b>M</b> Secretary's Report – Read previous month's minutes	Sharon or Designee	
5:05 <b>M</b> Presentation of Bills		
5:10 Director's Report <ul style="list-style-type: none"> <li>• Legislative update</li> <li>• Events Calendar</li> <li>• 5:15 Art Committee</li> <li>• 5:20 FFPL Library Foundation Liaison Report</li> <li>• 5:25 Friends of the FFPL Liaison Report</li> <li>• 5:30 VLS Board Member Report</li> </ul>	Gail  Sharon Paul  Beth  Nancy	<a href="https://www.mnlibadvocacy.org">https://www.mnlibadvocacy.org</a> No meeting
<b><u>New Business</u></b>		
<b><u>Old Business</u></b> 5:35 <b>M</b> Food Policies for events 5:45 <b>M</b> Meeting Room Use Time		First reading of policy  First reading of modified language. Practice is already in place.
<b>Next Meeting</b>	January 10, 5:00 p.m.	

In response to COVID- 19 and pursuant to Minnesota Statute Chapter 12 Emergency Management, Governor Walz declared a state of emergency. In accordance with the state of emergency and Minnesota Statute Chapter 13D.021, the Fergus Falls Library Board and staff will participate in meetings by telephone or other electronic means rather than being personally present as necessary. Board and staff will be given the option to participate remotely even when meetings are held in person.