

Fergus Falls Public Library Board Meeting  
Minutes  
January 10, 2022, 5:00 p.m.

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

**Absent:** Susan Ward and Paul Lundeen

**Quorum present:** Yes

**Library Staff/Guests present:** Gail Hedstrom, Library Director, Matt Lape, and Amber Leopold soon to be new board members.

**Opening:** 5:07 p.m.

**Call to order:** Beth Achter called the meeting to order.

**Secretary's Report:** Minutes from December. Nancy moved and Sharon seconded the minutes be approved as presented. Approved.

**Documents on Google Access:**

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

**December Bills:** Sharon moved and Nancy seconded the bills be approved as presented. The Value Line bill of \$4250 provides financial and stock market information. It is well used. Douglas County Library is sharing this cost. Approved.

**Income:** Gail presented the income report. She is planning to present just a summary of income from donations, copies, fines and fees, and faxes instead of every transaction.

**Art Committee Report:**

Sharon reported there had been no meeting. Nothing new is posted on the Google site. Gail will talk to Katelyn about starting the grant application. We need to meet soon.

**Viking Library Board Member Report:** Nancy reported. She presented the flyer for "Educate, Activate & Celebrate." VLS will give copies of books to area communities. They paid \$1500 for the books and feel it will be very worthwhile. The VLS board discussed strategic planning and policy changes.

**Library Foundation Liaison Report:** Gail reported that the foundation was discussing a clear purpose for the foundation now that they paid off the building obligations. They raised \$3 million dollars for the expansion. They have a capital improvement fund and a general fund for upcoming needs. The chairs for the foundation are Jane Eastas and Jennifer Smedstad.

**Friends of the Library Liaison Report:** Beth reported the Friends had not met since the December board meeting so there was no new report.

**Director's Report:** Gail presented key points from the posted monthly report.

- The Events Calendar is available at the front desk.
- Legislative update. The Minnesota Library Association advocates for adequate public funding for libraries and the importance of having librarians in school libraries.
- Library PINs are working smoothly for holds.
- Katelyn has applied for a grant for pollinator seeds and a grant to offer a pottery class at the Creation shop.
- Big Reads will launch in February with NEA graphic novel, "The Best We Could Do."
- Circulation stats show the library activities have not fully recovered since the pandemic.
- We want patrons to use the Help Now tutoring and My Heritage along with Value Line and all the extra services the library provides.

**New Business:**

- Election of Officers and Oath of Office will wait until next month after the City Council acts on new members.
- We will continue to meet at 5:00 p.m. on the second Monday of the month.
- Webpage review. We all agreed the new webpage looks really good and seems to work well.

**Old Business:**

The Food and Beverage at Library Events policy was read again for a second reading. Nancy moved and Sharon seconded it be approved as presented. Approved.

The Meeting Room Spaces modification to make sure the library staff are the last to leave the library was read again. Sharon moved and Nancy seconded the policy be approved as modified. Approved.

**Action Items:**

1. December Board Minutes
2. December bills
3. Food and Beverage Policy
4. Meeting Room Policy

Meeting Adjourned: 6:08 p.m.

Next Meeting: February 14, 2022

Respectfully Submitted,

Sharon Hintgen, Acting Secretary

Fergus Falls Public Library Board Meeting  
Minutes  
February 14, 2022, 5:00 p.m.

**Present:** Sharon Hintgen, Amber Leopold, Matt Lape, and Pete Wasberg

**Absent:** Beth Achter

**Quorum present:** Yes

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

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

**Call to order:** Amber Leopold called the meeting to order.

**Election of Officers:** Matt moved and Pete seconded Beth Achter for President, Amber Leopold for Vice President, and Sharon Hintgen for Secretary. Approved.

**Secretary's Report:** Minutes from January as posted on Google. Matt moved and Amber seconded the minutes be approved as presented. Approved.

**Documents on Google Access:**

1. Agenda
2. January Minutes to be approved
3. January Financial report to be approved
4. Director's Report
5. Viking Library Liaison report
6. Friends of the Library report

**Financial Report:** Gail explained the income and expenses in a new format. Sharon moved and Amber seconded the report be approved as presented. Approved.

**Art Committee Report:**

No meeting but Gail is applying for a State Legacy Grant to purchase artwork for circulation.

**Viking Library Board Member Report:**

Nancy's report was posted. Highlights are:

The January 18, 2022 governing board meeting was cancelled due to weather.

A special executive board meeting was held instead on January 27. It was decided to hire a consultant to help with the long term/strategic planning. The cost is \$24,400.

**Library Foundation Liaison Report:**

No report. Paul Lundeen will now be on the Foundation Board.

**Friends of the Library Liaison Report:** Beth's report was posted. The Friends met January 12. Highlights are:

- They welcomed new member Lillie Kaye.
- Mary Waller was elected to fill Jan Nelson as treasurer.
- Bonnie Denzel from Dorn & Co. presented information on current investments.
- Jan Nelson presented an overview of the budget.
- The 2022 programming requests were approved
  - Youth services \$2,500
  - Kaddatz Family Art Table \$1200
  - Summer Reading Program \$3500
  - Digital Content via Hoopla \$1200
  - Advertisement in D. Journal Progress Publication

**Director's Report:** Gail presented key points from the posted monthly report.

- She went over the monthly events.
- Need to replace two library aides.
- The cement is cracked in the front of the Library. Reviewing ways to improve it.
- Legislative update. The Minnesota Library Association advocates for adequate public funding for libraries and the importance of having librarians in school libraries.
- Katelyn applied for a grant for pollinator seeds which did not receive funding and for a grant for a pottery class at the Creation shop which did secure funding.
- Big Reads will launch in February with the NEA graphic novel, "The Best We Could Do."
- Stats on Circulation, Overdrive, Hoopla, and other programs were discussed.

#### **New Business:**

- The Oath of Office was taken by the new members.
- Gail presented a copy of the Bylaws for members to review.
- Gail explained that the Library Board is an Advisory Board. The City Council is the governing Board but defers the working decisions to the Library Board. The Friends of the Library raises money for programs and the Foundation secures Funds for larger projects.
- Gail explained that the library has not added any circulating art work for a long time. Matt moved and Amber seconded the library staff complete an application to the LRAC, Lake Region Arts Council, for a Legacy Grant to purchase art from local artists for circulation. The goal is to have artwork that is diverse and is in a variety of formats.
- We read the Materials Selection Policy and reviewed the process for dealing with challenged materials. Gail provided an additional process for us to consider. We will look over the materials and discuss it at our next meeting.

#### **Old Business:**

There is \$6000 remaining from a \$10,000 gift received in 2021. There are no big needs right now but work with the website and technology is very expensive. We may need to earmark it for some future need. Also, the donor likes large print books.

**Action Items:**

1. Election of Officers
2. January Board Minute
3. Application for a LRAC Legacy Grant

Meeting Adjourned: 5:55 p.m.

Next Meeting: March 14, 2022

Respectfully Submitted,

Sharon Hintgen, Acting Secretary

Fergus Falls Public Library Board Meeting  
Minutes  
March 14, 2022, 5:00 p.m.

**Present:** Beth Achter, Sharon Hintgen, Matt Lape, Amber Leopold, and Pete Wasberg

**Absent:** No one

**Quorum present:** Yes

**Library Staff/Guests present:** Gail Hedstrom, Library Director, Andrew Bremseth, City Administrator

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

**Call to order:** Beth Achter, President called the meeting to order.

**Documents on Google Access:**

1. Agenda to be approved
2. February Minutes to be approved
3. February Financial report to be approved
4. Director's Report
5. Viking Library Liaison report
6. Friends of the Library report

**Agenda:** Sharon moved and Amber seconded the Agenda be approved as presented. Approved.

**Fergus Falls City Charter:** Andrew Bremseth, City Administrator Presented the Advisory Board/Commission Training and Orientation Manual. Fergus Falls is a Charter City. The library is an Advisory Board. He went over the basics of terms, attendance, Code of Conduct, Open Meeting Law, and Conflict of Interest. He emphasized the importance of the Open Meeting Law. Board members cannot discuss any issue in any social or chance gatherings. Meeting always must be public and the public must have proper notice. Andrew encouraged us to read the manual and the City Attorney's Memoranda on the Minnesota Open Meeting Laws and Meetings of Public Bodies. He was very complimentary of the Library Board and the Director.

**Secretary's Report:** Minutes from February as posted on Google. Peter moved and Matt seconded the minutes be approved as presented. Approved.

**Financial Report:** Gail presented the income and expenses from February. The electricity and gas bills were higher because of the cold February and the increase in natural gas cost. Amber moved and Peter seconded the report be filed for audit. Approved.

**Director's Report:** Gail presented key points from the posted monthly report.

- Legislative update: Gail provided a handout of 2022 Legislative Priorities from the Minnesota Library Association. There was an emphasis on having librarians in public school libraries.
- Events Calendar: NEA Big Read update. A flyer is coming out soon to highlight all the activities around the Big Read.

- **Art Committee Report:** Sharon reported that there has been no meeting but Gail reported the Lake Region Arts Council Grant to purchase artwork was submitted. It is a very competitive field this year. Grants awarded after April 26<sup>th</sup>.
- A grant application to the West Central Initiative Endowment Fund was submitted for the summer tutoring program called Extra Reading at the Library. There is very strong interest in the program this summer. Reading tutors are being hired.
- The vinyl listening station is set up and there is a lot of interest.
- There was a virtual meeting with legislators, Rasmusson and Westrom and it was very positive.
- Circulation is inching up.
- **Library Foundation Liaison Report:** Beth reported the committee is working on a marketing plan and slogan.
- **Friends of the Library Liaison Report.** Beth presented notes from last two meeting which are posted on Google. The Annual Meeting is set for Saturday, April 30<sup>th</sup> at 2:00 p.m. Beth Dooley, award winning food writer will be the guest presenter. A focus will be on locally sourced food. The Friends' finances are good. There was a large anonymous donation.
- **Viking Library Board Member Report:** Nancy's report is posted on Google. The Viking library is migrating digital functions to the cloud from physical computer servers.

#### **New Business:**

- **Review of challenged materials procedures:** A patron had checked out a DVD series which had both an R and G labeling on the jacket cover. Apparently one DVD was R rated because of violence and nudity while the other DVDs were G rated. The patron wanted the library to prohibit young adults from having access to this set. The Library policy is to not restrict material to patrons. Parents are responsible for what their children check out. Pete moved and Amber seconded we make the labeling clearer by adding a prominent label on the outside cover along with marking prominently the R rated disk inside. Approved. Gail would respond to the patron.
- **Materials Selection Policy :** After reviewing the policy, Matt moved and Amber seconded the revised policy be adopted with the addition of "art and programing" added in the introduction.
- **Review of Job Description:** Gail presented the Library Director job description for review with suggested changes. The Board went through the changes to update the wording and format. Gail would discuss some changes with the City Administrator for additional input. Sharon moved and Pete seconded the job description be updated with these changes. Approved.

#### **Old Business:**

- **Designation of donation:** We discussed adding money from a special donation from the remaining \$6000 to the Extra Reading Program because of the strong demand. It can be earmarked for this program if we don't receive enough donations. Amber moved and Matt seconded \$4,000 be earmarked for the summer reading program. Approved.
- **Oath of Office:** Beth and Sharon took the Oath of Office.

#### **Action Items:**

1. Approval of agenda

2. February Board Minutes
3. February financial report
4. Challenged material request
5. Material Selection Policy
6. Job Description Changes for the Library Director

Meeting Adjourned: 6:15 p.m.

Next Meeting: April 11, 2022

Respectfully Submitted,

Sharon Hintgen, Secretary



Fergus Falls Public Library Board Meeting  
Minutes  
April 11, 2022, 5:00 p.m.

**Present:** Beth Achter, President; Amber Leopold, Vice President; Sharon Hintgen, Secretary; and Matt Lape, member at large.

**Absent:** Pete Wasberg

**Quorum present:** Yes

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

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

**Call to order:** Beth Achter, President called the meeting to order.

**Documents on Google Access:**

1. Agenda to be approved
2. March Minutes to be approved
3. March Financial report
4. Director's Report
5. Viking Library Liaison report

**Agenda:** Gail requested that Donor Recognition Board be added to New Business. Amber moved and Matt seconded the agenda be approved as amended. Approved.

**Secretary's Report:** Sharon read the Minutes from March as posted on Google. Matt moved and Amber seconded the minutes be approved as presented. Approved.

**Financial Report:** Gail presented the income and expenses from March. Sharon moved and Matt seconded the report be filed for audit. Approved.

**Director's Report:** Gail presented key points from the posted monthly report.

- Legislative update: No new information. The legislature is working on aid to regional libraries.
- Events Calendar: NEA Big Read update. Activities almost completed. It was very successful.
- **Art Committee Report:** Sharon reported that there has been no meeting and we are awaiting news on the grant. Grants awarded after April 26<sup>th</sup>.
- The vinyl listening station is set up and the turntable cabinet has arrived.
- Circulation went up significantly in March.
- **Library Foundation Liaison Report:** Gail reported the Foundation did not have a quorum at the last meeting but continued to work on a long-range plan.
- **Friends of the Library Liaison Report.** Beth presented a report. The focus is on the Annual Meeting which is set for Saturday, April 30<sup>th</sup> at 2:00 p.m. Beth Dooley, award winning food writer will be the guest presenter. The Friends' received \$520 from the last book auction. They reviewed and revised the By-Laws.
- **Annual Report** was submitted to the state.

- **Shelves** may be added to the bottom of each shelving unit using building funds.
- **Cataloging position:** Interviewing to begin the week of April 18.  
**ERL** (Extra Reading at the Library) has existed for 19 years. Last year there were 78 students in the program. The program is eight weeks and the library is reaching out to all the schools in the area to use these annual licenses for more the other weeks. Reading tutors are being interviewed.
- **Viking Library Board Member Report:** Nancy's report is posted on Google.

**New Business:**

- **Saturday hours** are now 9:00 a.m.- 1:00 p.m. The hope is to return to closing at 4:00 p.m. next fall.
- **Review of challenged materials procedures:** Amber moved and Matt seconded the first reading of the new procedures as presented. Approved.
- **Review of Job Description:** Sharon moved and Amber seconded the first reading of the summer reading tutor position description as presented. Approved.
- **Donor Recognition Board:** We discussed how to recognize donors that would be an enhancement to the library. The donor wall was only for the donors to the building project. A mural, a fish, a Canadian Honker were all ideas of creative ways to recognize donors.

**Old Business:**

- Remaining Donation. Sharon moved and Matt seconded we designate the remaining \$2000 for technology updates. Approved.

**Action Items:**

1. Approval of agenda
2. March Board Minutes
3. March financial report
4. Challenged material first reading
5. Job Description for the Summer Reading Tutor first reading
6. Remaining donation designation

Meeting Adjourned: 6:15 p.m.

Next Meeting: May 9, 2022 if there is a quorum

Respectfully Submitted,

Sharon Hintgen, Secretary

Fergus Falls Public Library Board Meeting  
Minutes  
May 9, 2022, 5:00 p.m.

**Present:** Sharon Hintgen, Secretary, Matt Lape and Peter Wasberg, members at large.

**Absent:** Beth Achter, President and Amber Leopold, Vice President

**Quorum present:** Yes

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

**Opening:** 5:15 p.m.

**Call to order:** Peter Wasberg called the meeting to order.

**Documents on Google Access:**

1. Agenda
2. April Minutes
3. April Financial report
4. Director's Report
5. Friends of the Library Liaison report
6. Viking Library Liaison report

**Agenda:** Sharon moved and Matt seconded the agenda be approved as posted. Approved.

**Secretary's Report:** Matt moved and Sharon seconded the minutes be approved as presented. Approved.

**Financial Report:** Sharon moved and Peter seconded the financial report be filed for audit. Approved.

**Director's Report:** Gail presented key points from the monthly report.

- Events Calendar: NEA Big Read completed. Report is due. It received good reviews.
- We are requesting people to help at the Summerfest miniature golf.
- The Library is partnering with the Career Force Center at M State as the result of a grant received from the MN Department of Education Library Services/ARRP funds.
- The summer reading program, Extra Reading at the Library received \$2500 from West Central Initiative. Five tutors have been hired and there are around 76 kids expected. It will kick off on June 6.
- We hired a new Library Assistant Cataloging. There were 13 applicants and 6 were interviewed.
- **Art Committee Report:** Sharon reported that there has been no meeting but the library did receive the LRAC grant to purchase artwork. We will start securing artwork in August.
- **Library Foundation Liaison Report:** No report.
- **Friends of the Library Liaison Report.** Beth posted a report. The Annual Meeting was held April 30<sup>th</sup> with Beth Dooley, award winning food writer as the guest presenter. Over 70 people attended. It was a great success. The Friends' received \$520 from the last book auction. They reviewed and revised their By-Laws.

- Statistics on circulation and services are improving. We have 13,000 card holders. A number of patrons come from Battle Lake. The Viking Library receives funds from Otter Tail County for library services for county residents.
- **Viking Library Board Member Report:** Nancy Olson's report is posted on Google.

#### **New Business:**

- **Renewal Project 2013 Community Survey Report.** Gail highlighted some of the survey report. Many of the community requests for the library have been met with the renovation. However, the operating hours still are less than previously. We hope to add hours on Saturdays in September. Currently, the library is open 9-1 and we would like to be open 9-4. We need two full time people and two aides to work. They only work once a month. If they work a Saturday, they take off time during the week. The report will be posted on the Google site.

#### **Old Business:**

- Saturdays. Continue to try and add hours.
- **Reading Tutor Job Description.** Matt moved and Peter seconded we approve the job description with the modification in qualifications. Approved.
- **Review of challenged materials procedures:** We reviewed the policy which had it second reading. Matt moved and Peter seconded we adopt the new procedures as presented. Approved.

#### **Action Items:**

1. Approval of agenda
2. April Board Minutes
3. April financial report
4. Job Description for the Summer Reading Tutor
5. Challenged material procedure

Meeting Adjourned: 6:25 p.m.

Next Meeting: June 13, 2022

Respectfully Submitted,

Sharon Hintgen, Secretary

Fergus Falls Public Library Board Meeting  
Minutes  
June 13, 2022, 5:00 p.m.

**Present:** Beth Achter, President, Sharon Hintgen, Secretary, Matt Lape and Peter Wasberg, members at large.

**Absent:** Amber Leopold, Vice President

**Quorum present:** Yes

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

**Call to order:** Beth called the meeting to order at 5:05 p.m.

**Documents on Google Access:**

1. Agenda
2. May Minutes
3. May Financial report
4. Director's Report
5. Friends of the Library Liaison report
6. Viking Library Liaison report

**Agenda:** Sharon moved and Pete seconded the agenda be approved as presented. Approved.

**Secretary's Report:** Pete moved and Matt seconded the minutes be approved as presented. Approved.

**Financial Report:** Gail presented the income and expenses. Sharon moved and Peter seconded the financial report be filed for audit. Approved.

**Director's Report:** Gail presented key points from her monthly report.

- The Career Force at M State is impressive and Gail recommended we tour it if we have a chance.
- The summer reading tutoring program, Extra Reading at the Library (ERL) started June 6 with 72 students. It is full with a waiting list. Six Kids' Kamp stops are also full.
- Summer reading also started on June 6<sup>th</sup>. More than 1000 people visited the library that day with more than 700 people registering for the program. Friends of the Library served over 600 containers of ice cream donated by Service Food.
- Kia Donais was hired as new Library Assistant/ Technical Services Cataloger.
- June 8<sup>th</sup> the library hosted a Hattian music group, Afoutayi Dance. It was well attended and received.
- Summerfest events brought in \$1,121.50. After paying \$200 for the golf rental, the library earned \$921.50. More than 48 people registered for the Summer Reading program at the event.
- The turntable is set up but waiting for an adaptor cord.
- **Art Committee Report:** Sharon reported that there has been no meeting but the library received \$7,660 and the art work has been selected. Grant activities will begin in October.

- **Library Foundation Liaison Report:** No report.
- **Friends of the Library Liaison Report.** Beth posted a report from the May 11<sup>th</sup> meeting. The FOL has liability/event insurance to cover three events at the library annually but is still pursuing Director/Officer insurance.
  - The Friends held the Ice Cream Social on June 6<sup>th</sup> for 11 a.m.-1:00 p.m. and 4:00-6:00 p.m. Keven King from Service Food donated the ice cream cups.
  - \$1050 of foreign language items were purchased with \$100 for younger children, \$150 for older children and teens, \$400 for adult fiction, and \$400 for adult non-fiction.
  - The Friends also provided:
    - \$1600 to cover summer reading print materials,
    - \$400 for tutoring for Summer Reading Program,
    - \$400 for 1970's and 1980's records,
    - \$600 for new vinyl records.
- **Viking Library Board Member Report:** Nancy Olson's report is posted on Google. VLS is reviewing the Strategic Plan focusing on training and retaining staff, and marketing.

**New Business:**

- **2023 Budget.** The new budget will likely include an increase in the starting pay for library aides to \$14. Wages are increasing for all community jobs. The budget will be presented at the September City Council Meeting. The city can only cut the budget not increase it.

**Old Business:**

- Saturday hour discussions continue.

**Action Items:**

1. Approval of agenda
2. May Board Minutes
3. May financial report

Meeting Adjourned: 6:00 p.m.

Next Meeting: July 11, 2022

Respectfully Submitted,

Sharon Hintgen, Secretary

Fergus Falls Public Library Board Meeting  
Minutes  
July 11, 2022, 5:00 p.m.

**Present:** Beth Achter, President, Amber Leopold, Vice President, Sharon Hintgen, Secretary, Matt Lape and Peter Wasberg, members at large.

**Absent:** no one

**Quorum present:** Yes

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

**Call to order:** Beth called the meeting to order at 5:05 p.m.

**Documents on Google Access:**

1. Agenda
2. June Minutes
3. June Financial report
4. Director's Report

**Agenda:** Sharon moved and Pete seconded the agenda be approved with the addition of the library aide wage change under Old Business. Approved.

**Secretary's Report:** Amber moved and Matt seconded the minutes be approved as presented. Approved.

**Financial Report:** Gail presented the income and expenses for June. Sharon moved and Peter seconded the financial report be filed for audit. Approved.

**Director's Report:** Gail presented key points from her monthly report.

- No legislative update as the legislature is not in session.
- Events. Very busy. All the summer children's events are full with long waiting lists. Staff were present at the Fergus Falls 150<sup>th</sup> Anniversary Celebration at River Front Park. Summerfest was a success. Immigration program on Norway went well. The County Fair is coming up next week. Lots of upcoming events for July.
- The Career Force will present a digital job skills session in August.
- There was a weeding party in the Library Pollinator Garden. 17 people helped. Several new Neo-nic free plants were purchased from the Morning Sky Nursery to add to the garden. A patron contributed \$250 toward the plants.
- The vinyl listening station is all set up and working.
- **Art Committee Report:** Gail reported the art from the grant will be purchased in August.
- **Library Foundation Liaison Report:** Jane Eastes is the new president of the Library Foundation. A couple has left a significant gift for the library from their estate. Several members met to provide suggestions on projects to memorialize their gift. The popular suggestion was an Arts and Culture Collection in their name focusing on arts, culture, music, and travel.

- **Friends of the Library Liaison Report.** Beth reported the Friends secured insurance coverage for their activities and officers. There was extensive discussion on how to deal with a large monetary gift that was anonymous and unrestricted. Some wanted to use it all and others to reserve some.
- **Viking Library Board Member Report:** There is no meeting to report on. VLS will meet next week.

**New Business:**

- **Naming rights.** There is a policy on memorializing gifts we need to review. The library has been naming spaces or placing names on a wall or a label in a book. How should we deal with collections? The library was given a Sinclair Lewis collection with several first editions. Also, there are a number of monetary memorials given to the library. One suggestion was to have a memorial book noting memorials.

**Old Business:**

- **2023 Budget.** Bill Sonmor, City Finance Director, agreed that the library aides should be paid a \$14 starting wage with a regular wage schedule for increases.
- **Saturday Hours.** Matt moved and Sharon seconded that Saturday hours be permanently set 9 a.m.- 4 p.m. starting the first Saturday in October. Approved.

**Action Items:**

1. Approval of agenda
2. June Board Minutes
3. June financial report
4. Saturday hours

Meeting Adjourned: 5:58 p.m.

Next Meeting: August 8, 2022

Respectfully Submitted,

Sharon Hintgen, Secretary



Fergus Falls Public Library Board Meeting  
Minutes  
August 8, 2022, 5:00 p.m.

**Present:** Beth Achter, President, Amber Leopold, Vice President, Sharon Hintgen, Secretary, and Peter Wasberg, member at large.

**Absent:** Matt Lape

**Quorum present:** Yes

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

**Call to order:** Beth called the meeting to order at 5:04 p.m.

**Documents on Google Access:**

1. Agenda
2. July Minutes
3. July Financial report
4. Director's Report
5. VLS report

**Agenda:** Amber moved and Sharon seconded the agenda be approved as presented. Approved.

**Secretary's Report:** Peter moved and Amber seconded the minutes be approved as presented. Approved.

**Financial Report:** Gail presented the income and expenses for July. Gail clarified the Gallery Systems expense of \$3,015.23 for displaying artwork was paid for by the building fund. Sharon moved and Peter seconded the financial report be filed for audit. Approved.

**Director's Report:** Gail presented key points from her monthly report.

- Legislative update.
  - Gail provided the 2022 Legislative Background and Talking Points from the Minnesota Library Association. A bill to change funding for the Regional Library System has been close to passing previously in the state legislature. It will be presented again in the 2023 session. The bill would change the funding formula which would increase funds for the Viking Library System and would increase funding over all.
  - Further the MN Library Association is requesting the legislature use money from the federal Capital Projects Fund to help public libraries with infrastructure improvements.
- Events. The following were highlighted from the posted report:
  - August Events Calendar was provided.
  - Big Reads had extra funds which were used to purchase companion reads titles for VLS member libraries and FF high school class on children's literature. Also, other titles were purchased on the grant's topic.
  - Summer tutoring program went exceptional well. Tutors and participants were very happy with the results.

- Arielle's Teen Volunteer program was very successful with 15 students each volunteering 2-4 hours per week.
- **Art Committee Report:** We have received the first piece of art. More to follow.
- **Library Foundation Liaison Report:** Beth reported the foundation will meet next Tuesday.
- **Friends of the Library Liaison Report.**
  - Beth reported the Friends continued to discuss how to use the large monetary gift that was anonymous and unrestricted.
  - The art auction went well and the amount received will be reported next month.
- **Viking Library Board Member Report:** Nancy Olson's report was posted on Google.

#### **New Business:**

- **Filming Policy/Review.** There has been a request to film in the library and post on social media. The concern is to protect patrons right to privacy as well as maintain an inviting and safe environment for all people.
  - There is a Code of Conduct Policy which covers this issue and others such as children left at the library at closing time.
  - It also states only trained service dogs are allowed in the library and not therapy dogs.
  - The Board will review and update this policy at the next meeting.
- **Musical Flowers.** The library intends to have 3-5 musical flowers installed between the sidewalk and library. The Friends will pay for them from the large donation they received and the city will help with installation.

#### **Old Business:**

- **Review Donor Recognition policy.**
  - The Board reviewed the Donor Recognition/Naming Policy and the Agreement for Naming Rights Form for Donors.
  - Gail will present an updated Named Collections Policy for special collections. Peter moved and Amber seconded the first reading of the Named Collections Policy. Approved. It will be acted on next month.
  - Memorials will be listed in a nice binder for people to browse through. Also, the memorials will be listed in the newsletter.

#### **Action Items:**

- Approval of agenda
- July Board Minutes
- July financial report
- First reading of Named Collections Policy

Meeting Adjourned: 6:10 p.m.

Next Meeting: September 12, 2022

Respectfully Submitted, Sharon Hintgen, Secretary

Fergus Falls Public Library Board Meeting  
Minutes  
September 12, 2022, 5:00 p.m.

**Present:** Amber Leopold, Vice President, Peter Wasberg, and Matt Lape members at large.

**Absent:** Beth Achter, President, and Sharon Hintgen, Secretary

**Quorum present:** Yes

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

**Call to order:** Amber called the meeting to order at 5:03 p.m.

**Documents on Google Access:**

1. Agenda
2. August Minutes
3. August Financial report
4. Director's Report
5. VLS Report
6. FOL August meeting minutes
7. Library use policy Conduct
8. Photo Shoot Request Form

**Agenda:** Peter moved and Matt seconded the agenda be approved as presented. Approved.

**Secretary's Report:** Peter moved and Matt seconded the minutes be approved as presented. Approved.

**Financial Report:** The August income and expenses report was presented by Gail. Matt moved and Peter seconded the financial report be filed for audit. Approved.

**Director's Report:** Gail presented the monthly Director's Report.

- **Legislative update.**
- **September Events Calendar was provided.**
- **Art Committee Report:** All of the art has been paid for and all but 1 piece have been received.
- **Library Foundation Liaison Report:** A decision will be made regarding a new door between the maker-lab and the conference room.
- **Friends of the Library Liaison Report:** Beth's report was posted on Google.
- **Viking Library Board Member Report:** Nancy Olson's report was posted on Google.

**New Business:**

- **Updated Library Conduct Policy.** The policy was updated to include filming in the library. The policy was read and reviewed. Peter moved and Matt seconded the approval of the updates. Approved.

- **Photo / Filming Form.** The form was read and reviewed. Matt moved and Peter seconded the approval of the form. Approved.
- **Public Comment Period.** The board's policy regarding an open forum Public Comment Period was discussed.

**Old Business:**

- **Named Collection Procedure.**
- **Modification to Collection Development Policy.** Updated policy was read and reviewed. Matt moved and Amber seconded. Approved pending addition of a 2 year review period.

**Action Items:**

- Approval of agenda
- August Board Minutes
- August financial report
- Library Conduct Policy
- Photo / Filming Form
- Public Comment Period
- Modification to Collection Development Policy

Meeting Adjourned: 5:52 p.m.

Next Meeting: October 10, 2022

Submitted, Matt Lape, member at large

Fergus Falls Public Library Board Meeting  
Minutes  
October 10, 2022, 5:00 p.m.

**Present:** Beth Achter, President, Amber Leopold, Vice President, Sharon Hintgen, Secretary, Matt Lape and Peter Wasberg, members at large.

**Absent:** No one

**Quorum present:** Yes

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

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

**Documents on Google Access:**

1. Agenda
2. VLS report
3. September Financial report
4. Director's Report
5. Library Use Policy Conduct
6. Materials Selection Policy & Challenged Materials
7. Open Forum Policy
8. Photo Shoot Request Form

**Agenda:** Peter moved and Sharon seconded the agenda be approved as presented. Approved.

**Secretary's Report:** Matt will provide the September minutes next month.

**Financial Report:** Gail presented the income and expenses for September. Nothing unusual except that Baker and Taylor where the library orders most of its materials was down for several weeks. Also, Demco found that the Library had over paid for furniture back in 2018 over \$2000. It was returned last month. Matt moved and Amber seconded the financial report be filed for audit. Approved.

**Director's Report:** Gail presented key points from her monthly report.

- Legislative update. No report.
- Events.
  - "We Are Water" Exhibit ends today. It was widely viewed by many service groups.
  - Katelyn received a Legacy grant for a trip to the MN State Historical Society. 56 people signed up for the bus in the first two hours with a waiting list of 32 people.
  - Job Now and Help Now services will be dropped for lack of use.
  - State Park Passes are being used and are very popular.
  - Stats are looking good for the library services.
- **Art Committee Report:** We have received artwork from 3 of the 4 artists that we agreed to purchase artwork from. The protective bags for checking out artwork have arrived. Jess, from the Kaddatz, is working on a bookmark that will promote the circulating art collection. Once the bookmark is complete, we will use the design for an ad in the newspaper. We will also begin submitting press releases featuring information about the artists who were a part of this grant. Other information: The gallery system for displaying art is being installed.

- **Library Foundation Liaison Report:** No meeting
- **Friends of the Library Liaison Report. Beth reported:**
  - The Investment policy was finalized with Bonnie Denzel at Dorn & Co. \$100,000 having come from an anonymous donation. \$124,000 is being invested.
  - The Friends will purchase \$8,000 in audio books over the next two years.
  - The Friends will purchase \$20,000 worth of large print books over the next 5 years.
  - There is a lot of work for board members with the bookstore and other activities so they hope to add new people to help.
  - They are researching liability insurance for the board members and some activities.
  - The checking account has a balance \$14,543.83.
- **Viking Library Board Member Report:** Nancy Olson's report was posted on Google.

**New Business:**

- **Public Comment Period Policy.** The policy is based on the city's policy. Matt moved and Pete seconded we accept the first reading with Open Forum Policy and Registration Form with a few modifications. Approved.

**Old Business:**

- **Library Conduct Policy.** Second Reading. Pete moved and Sharon seconded we approve the Library Use Guidelines and Library Conduct Policy as presented. Approved.
- **Photo/Filming Form.** Second Reading. We reviewed the Photography Session Request Form presented last month. Matt moved and Amber seconded we approve it as presented. Approved.
- **Challenged Material Discussion.** Amber moved and Pete seconded we approve the challenged material policy update with a two year period required before reconsideration of the same material. Approved.

**Action Items:**

- Approval of agenda
- September financial report
- Public comment period policy
- Library Conduct Policy
- Photo/Filming Form
- Challenged Material Update

Meeting Adjourned: 5:50 p.m.

Next Meeting: November 14, 2022

Respectfully Submitted, Sharon Hintgen, Secretary

Fergus Falls Public Library Board Meeting  
Minutes  
November 14, 2022, 5:00 p.m.

**Present:** Beth Achter, President, Amber Leopold, Vice President, Sharon Hintgen, Secretary, Matt Lape and Peter Wasberg, members at large.

**Absent:** No one

**Quorum present:** Yes

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

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

**Documents on Google Access:**

1. Agenda
2. September/October Minutes
3. October Financial report
4. Director's Report

**Agenda:** Matt moved and Pete seconded the agenda be approved as presented. Approved.

**Secretary's Report:** Pete moved and Amber seconded the minutes from September and October be approved as presented. Approved.

**Financial Report:** Gail presented the income and expenses for October. Nothing unusual happened last month. Sharon moved and Amber seconded the financial report be filed for audit. Approved.

**Director's Report:** Gail presented key points from her monthly report.

- Legislative update. No report.
- Events.
  - "We Are Water" Exhibit was widely viewed with approximately 16,000 visitors.
  - LRAC Legacy Grant: The artwork has arrived from the 4 artists. Two more art works are coming. The gallery system for displaying artwork has been installed through most of the library.
  - The library received a Legacy grant for a trip to the MN State Historical Society. 48 people took the bus to St. Paul.
  - "The River is" is the new exhibit for December.
  - The new shelves have been installed adding 3 more feet for each section.
- **Art Committee Report:** We will be meeting November 17<sup>th</sup>. The protective bags for checking out artwork have arrived.
- **Library Foundation Liaison Report:** No meeting.
- **Friends of the Library Liaison Report. Beth reported:**
  - There will be a silent book auction November 21-December 6.

- Wednesday, November 16 there will be a pop-up sale where you buy a book bag and you can fill it with used books.
- The Friends has purchased Otter Bus passes for people wanting to come to the library.
- The Friends has purchased ads from the Otter Tail County Lakes Association.
- The Friends is working with the Lee Krueger family for the use of memorial gifts.
- Laurie Walker is a new member of the Friends Board.
- **Viking Library Board Member Report:** No report.

**New Business:**

- **Review Emergency Evacuation Plan:**
  - The library is working on a plan for any emergency.
  - The library is working with the city administrator to have a process for weather related closings and all the notifications that must be made.
  - Holiday hours. The library will be closed December 24 and 25. It will be open December 26 and December 31.

**Old Business:**

- **Public Comment Period Policy.** The policy is based on the city's policy and was the second reading. Sharon moved and Pete seconded we approve the Open Forum Policy and Registration Form with modifications from the first reading. Approved.

**Action Items:**

- Approval of agenda
- Approval of September and October minutes
- Financial report for October filed for audit
- Approval of Public Comment Period Policy

Meeting Adjourned: 5:38 p.m. to tour library changes.

Next Meeting: December 12, 2022

Respectfully Submitted, Sharon Hintgen, Secretary



Fergus Falls Public Library Board Meeting  
Minutes  
December 12, 2022, 5:00 p.m.

**Present:** Beth Achter, President, Amber Leopold, Vice President, Sharon Hintgen, Secretary, Matt Lape and Peter Wasberg, members at large.

**Absent:** No one

**Quorum present:** Yes

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

**Call to order:** Beth called the meeting to order at 5:03 p.m.

**Documents on Google Access:**

1. Agenda
2. November Minutes
3. November Financial report
4. Director's report
5. VLS Report
6. Art Committee report

**Agenda:** Sharon moved and Matt seconded the agenda be approved with the addition of Named Collections under Old Business. Approved.

**Secretary's Report:** Pete moved and Amber seconded the minutes from November be approved as presented. Approved.

**Financial Report:** Gail presented the income and expenses for November. Matt moved and Pete seconded the financial report be filed for audit. Approved.

**Director's Report:** Gail presented key points from her monthly report.

- Legislative update. No report.
- Events. Very busy. Holiday Concert tomorrow.
- **Art Committee Report:** Met November 17<sup>th</sup>.
  - LRAC Legacy Grant: All the artwork but one has arrived. A questionnaire for people who check out the artwork is ready.
  - "The River is ..." Exhibit is up.
  - 2023 will be the "Year of Beck" celebrating the works of Charles Beck.
  - Restoration of the George B. Wright statue is on hold until an artisan is found who can restore it.
  - The committee is also seeking someone to identify the material used for the FFPL's sculpture. The identification of the stone is critical in order to proceed with restoration.
- **Library Foundation Liaison Report:** No meeting. A letter of solicitation was sent out. They hope to grow the foundation. There was a \$100,000 donation by the Warren and Janet Lowe Estate.
- **Friends of the Library Liaison Report. Beth reported:**

- They are working on 2023 budget.
- They received \$622 from the silent auction.
- The Friends have purchased Otter Bus passes for people wanting to come to the library. Well used.
- The Friends has budgeted \$675 for marketing and advertising for Library programs.
- A carousel for children's books was purchased as a memorial to Lee Krueger. There is still additional funds to use.
- Laurie Walker is a new member of the Friends Board.
- **Viking Library Board Member Report:** Nancy Olson provided a report that was posted on the website.

#### **New Business:**

- **VLS New Member.** Pete moved and Amber seconded that Cris Oehler be added to the VLS board. Approved.
- **Printing from the Legal Kiosk.** The printer and toner are donated but the library has to provide the paper. Pete moved and Amber seconded the fee for the legal printing be half price or free if you bring your own paper. Approved.
- **Meeting Room.** The library is uncomfortable appearing to support events in the large meeting room that are provided by outside groups. Matt moved and Sharon seconded that all outside groups promoting events in the large meeting room add the words: "This event is not sponsored by Fergus Falls Public Library" to all flyers, posters, and social media postings. Further, all food provided to the public must be prepackaged or prepared in a licensed kitchen. Approved.
- **New Library Board Member:** Beth's term is up on the board and the city will approve a new member for 2023.
- **Review Emergency Evacuation Plan:** We all received a copy of the Emergency Action Plan which we will review in January. Staff does go through the Plan annually but the board felt it would be helpful to have a way to review parts of it more frequently. Also, role playing might be helpful for staff to prepare for concerning situations.

#### **Old Business:**

- **Named Collections.** In response to the Warren and Janet Lowe Arts, Culture, and Travel Collection, the Board will further discuss how to set up guidelines for naming collections. This is tabled until the next meeting.

#### **Action Items:**

- Approval of agenda
- Approval of November minutes
- Financial report for November filed for audit
- Chris Oehler approved as VLS Board Member
- Charges for printing in the legal kiosk

Meeting Adjourned: 6:15 p.m.

Next Meeting: January 9, 2023

Respectfully Submitted, Sharon Hintgen, Secretary