

## Fergus Falls Public Library Board Meeting Minutes

January 9, 2023, 5:00 PM

**Present:** Sharon Hintgen, President, Vice President, Matt Lape, Secretary, Amber Leopold, Pete Wasberg, Sarah Thacker, members at large.

**Absent:** No one

**Quorum present:** Yes

**Library Staff/Guests Present:** Gail Hedstrom, Library Director, Katelyn Boyer, Adult Services Librarian, Teresa Lee, Friends of the Library representative

**Guest Demonstration:** Katelyn demonstrated how to use My Heritage. My Heritage is an online resource available to library patrons.

**Call to order:** Amber called the meeting to order at 5:10 pm.

**Elections of Officers:** Sharon Hintgen is the new President, Matt Lape is the new Vice President, and Amber Leopold is the new secretary. Members at large: Sarah Thacker and Pete Wasberg.

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

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

**Financial Report:** Gail presented the income and expenses for December. The electric bill was noted. Matt moved and Sarah seconded the financial report be filed for audit. Approved.

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

- Legislative update
- Events Calendar-Gail distributed the January events calendar, and the FFPL artwork circulation bookmark.

**Art Committee Report:** Committee has not met.

**FFFPL Foundation Liaison Report:** Has not met.

**Friends of the Library Liaison Report:** Teresa Lee announced three new members will be joining the Friends. They will hold their annual review meeting in April. Two long-term members are ending their terms. Donations, including the donation from Lee Krueger for a book carousel in the children's section, were discussed.

**Viking Library Board Report:** The summary written by Nancy Olson, VLS liaison, was reviewed.

**New Business:**

Oath of Office: Library board members read the Oath of Office out loud together.

Review of Collection Development Policy: Gail encouraged board members to read the policy packets provided in the binders. Gail will write up the Freedom to Read Act.

Old Business: The Foundation has not met again to discuss named collections. An overview of library meeting room policies was given to our new member. Also, emphasis made that FFPL is not a sponsor of third-party meetings held in the library.

**Action Items:**

- Approval of agenda
- Approval of January minutes
- Financial report for January filed for audit

**Meeting Adjourned:** 5:55 PM

**Next Meeting:** February 13, 2023, 5:00 PM

Respectfully Submitted, Amber Leopold, Secretary

## Fergus Falls Public Library Board Meeting Minutes

February 13, 2023, 5:00 PM

**Present:** Sharon Hintgen, President, Vice President, Matt Lape, Secretary, Amber Leopold, Pete Wasberg, Sarah Thacker, members at large.

**Absent:** No one **Quorum present:** Yes

**Library Staff/Guests Present:** Gail Hedstrom, Library Director, Mary Roller, Friends of the Library representative, Andrew Bremseth, City Administrator

**Call to order:** Sharon called the meeting to order at 5:00pm.

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

**City Administrator, Andrew Bremseth:** Andrew provided the Board with the Advisory Board/Commission Training and Orientation Manual. This was reviewed including sections labeled: Attendance Requirements, Code of Conduct, Open Meeting Law, and Conflict of Interest.

**Guest Present:** Mary Holler, Friends of the Library representative, announced four new members of the Friends. They will hold their annual meeting on the last Saturday of April 2023. Other projects for the Friends include: providing financial support for library programming, running the FFPL Friends bookstore, and running membership drives. The Friends bookstore brings in between \$400-\$600 monthly.

**Secretary Report:** Sharon suggested an update to the January 2023 Friends of the Library Liaison Report. It should read that the donation for the book carousel came from the Lee Krueger Memorial. Matt moved and Sarah seconded the minutes from January be approved as presented. Approved.

**Financial Report:** Gail presented the income and expenses for January 2023. Amber moved and Pete seconded the financial report be filed for audit. Approved.

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

- Legislative priorities as Approved by MLA Board on 11/21/22: Support Lifelong Learners by Improving Minnesota's Library and School Services. Bring librarians back into school libraries. This is not required currently in MN. Assist Library Communities in Securing Arts and Cultural Programming. Examples of this include Legacy Funding, and Local Government Aide. Expand Broadband and Digital Equity for All Minnesotans, such as allowing patrons to check out internet hot spots. Protect Intellectual Freedom and Equitable Access to Resources by opposing library censorship. Library staff will meet with representatives on 02/28/23.
- Matt will be joining the Arts Advisory Board. Sharon will join the Foundation Board as Liaison. **Art Committee Report:** Committee has not met. **FFFPL Foundation Liaison Report:** Foundation is planning on meeting in February via Zoom.

**Viking Library Board Report:** The summary written by Nancy Olson, VLS liaison, was reviewed.

**New Business:** Review of Collection Development Policy: First Reading of Revised Policy completed. Vendor names were removed.

**Old Business:** Reading from Board Handbook: Types of Libraries including Consolidated and Federated Library Systems, Northern Lights Library Network, School, and State Library Services. Explanation of Technology and Grant Funds. Libraries can have either a Governing Board or an Advisory Board depending on if the library is Consolidated or a Federated Library. There is a counter on the front door that counts patrons entering the library. This number is used in library statistics.

**Action Items:**

- Approval of agenda
- Approval of February minutes
- Financial report for February filed for audit

**Meeting Adjourned:** 6:05 PM

**Next Meeting:** March 13, 2023, 5:00 PM

Respectfully Submitted, Amber Leopold, Secretary

## Fergus Falls Public Library Board Meeting Minutes

03/13/23, 5:00 p.m.

**Present:** President: Sharon Hintgen, Secretary: Amber Leopold, Member at large: Pete Wasberg

**Absent:** Matt Lape, Sarah Thacker **Quorum present:** Yes

**Library Staff/Guests Present:** Gail Hedstrom, Library Director, Lillie Kaye, Friends of the Library representative

**Call to order:** Sharon called the meeting to order at 5:06pm.

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

**Secretary Report:** Spelling correction of Mary Waller's name needed before February 2023 minutes approved. Pete moved and Sharon seconded the minutes from February 2023 be approved as presented. Approved.

**Friends of the Library Liaison Report:** Lillie Kaye, Friends of the Library representative, introduced herself and discussed the annual meeting to be held 04/29/23.

**Financial Report:** Gail presented the income and expenses for February 2023. Amber moved and Pete seconded the financial report be filed for audit. Approved.

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

- Weather prevented library staff from attending the Legislative Day at the Capitol on 02/28/2023.
- March Events Calendar available
- Summer reading will begin on 06/07/23 due to the school year extension.
- Two new library aides hired, and another position posted with 13 applicants.
- Winter programming participation included over 500 people signed up.

- Autobiography materials have been moved.
- Call number on children's materials will be changed to have a "C" for children instead of a "J" for juvenile. New spines will be needed.

**Art Committee Report:** \$4000 grant for Internet access.

**FFFPL Foundation Liaison Report:** Met in February and will meet bi-monthly. Discussion of Lowe donation and press release by Sharon to inform others of the donors and the arts and culture collection.

**Viking Library Board Report:** The summary written by Nancy Olson, VLS liaison, was reviewed.

**New Business:** Named materials collection to be sent for City approval. Read pages 12-29 from Board handbook. Revisit next month.

**Old Business:** Collection Development Policy-second reading of Revised policy. Pete moved, and Amber seconded the motion.

**Action Items:**

- Approval of agenda
- Approval of February 2023 minutes
- Financial report for February 2023 filed for audit

**Meeting Adjourned:** 5:50 p.m.

**Next Meeting:** April 10, 2023 at 5:00 p.m.

Respectfully Submitted, Amber Leopold, Secretary

## Fergus Falls Public Library Board Meeting Minutes

04/10/2023, 5pm

**Present:** President: Sharon Hintgen, Vice President: Matt Lape, Secretary: Amber Leopold, Members At Large: Pete Wasberg, Sarah Thacker

**Absent:** None **Quorum present:** Yes

**Library Staff/Guests Present:** Gail Hedstrom, Library Director, Laurie Walker, Friends of the Library representative

**Call to order:** Sharon called the meeting to order at 5:02pm.

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

**Secretary Report:** Correction needed-Digital inclusion grant, seeking information. Sharon moved and Sarah seconded the minutes from March 2023 be approved as presented. Approved.

**Friends of the Library Liaison Report:** Annual Meeting, 04/29/23 10-11am, Silent auction is coming up.

**Financial Report:** Gail presented the income and expenses for March 2023. Amber moved and Pete seconded the financial report be filed for audit. Approved.

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

**Art Committee Report:** Committee has not met.

**FFFPL Foundation Liaison Report:** Meeting scheduled for 04/13/23 at 7am.

**Viking Library Board Report:** The summary written by Nancy Olson, VLS liaison, was reviewed.

**New Business:** Library/Use Conduct Policy-First reading of revised policy: Matt moved (with modifications) and Pete seconded. Policy decommission Digital Media Equipment: Amber moved, Sarah seconded. Policy decommission Patron Assistance Policy: Matt moved, Amber seconded.

**Old Business:** Named materials collection-no update.

**Action Items:** Approval of agenda, Approval of March minutes, Financial report for March filed for audit.

**Meeting Adjourned:** 6:00pm

**Next Meeting: May 8, 2023 5:00pm** Respectfully Submitted, Amber Leopold, Secretary



## Fergus Falls Public Library Board Meeting Minutes

05/08/2023, 5:00 p.m.

**Present:** Sharon Hintgen, President, Vice President, Matt Lape, Secretary, Amber Leopold, Pete Wasberg, member at large.

**Absent:** Sarah Thacker **Quorum present:** Yes

**Library Staff/Guests Present:** Gail Hedstrom, Library Director, Mary Lee, Friends of the Library representative

**Call to order:** Sharon called the meeting to order at 5:01pm.

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

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

**Friends of the Library Liaison Report:** Report given by Mary Lee. Forty attendees present. Slideshow to highlight activities was presented. Upcoming activities: Membership Drive, Spring Silent Auction, Summer Reading Program.

**Financial Report:** Gail presented the income and expenses for April 2023. Amber moved and Sharon seconded the financial report be filed for audit. Approved.

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

- Annual Report / Digital Inclusion Grant
- Summer Reading Registration
- New copy machines were installed.
- Year of Beck exhibit to be installed on May 11th.
- Arielle and Krista took about 50 people to Teen Lit Conference on 04/29/23.

- Pollinator garden outdoor signage continues.
- Facility updates: Work with city to improve light balusters. Rust on metal posts outside. Waiting for a second bid for the automated door installation. Doorway modification project to separate the Makerspace from the Conference room.
- Events Calendar-Events continue to be well attended.

**Art Committee Report:** Committee has not met.

**FFFPL Foundation Liaison Report:** Press release written and submitted to Fergus Falls Daily Journal. **Viking Library Board Report:** The summary written by Nancy Olson, VLS liaison, was reviewed.

**New Business:**

- Named Collection procedure needed to present to potential donors. First reading completed. Motion made by Pete and Amber seconded. FFPL Naming Rights and FFPL Donor Recognition documents reviewed.
- Art Exhibit Contract-Matt moved and Sharon seconded with typos corrected.
- MN Lib Trustee Handbook-Read pages 28-30 together. Protection from Liability.

**Old Business:**

- Library Use Conduct Policy-Second reading of revised policy. Amber made a motion to approve, and Pete seconded.

**Meeting Adjourned:** 6:07 p.m.

**Next Meeting:** June 12, 2023 5:00 p.m

Respectfully Submitted, Amber Leopold, Secretary



## Fergus Falls Public Library Board Meeting Minutes

June 12, 2023, 5:00 p.m.

**Present:** Sharon Hintgen, President, Matt Lape, Vice President, Sarah Thacker, and Pete Wasberg.

**Absent:** Amber Leopold, Secretary.

**Library Staff/Guest Present:** Gail Hedstrom, Library Director.

**Call to order:** Sharon called the meeting to order at 5:01 p.m.

**Approve Agenda:** Matt moved, and Sarah seconded the agenda be approved as presented. Approved.

**Secretary's Report:** Pete moved, and Sharon seconded the Minutes be approved as presented. Approved.

**Financial Report:** Gail presented the bills and income for May 2023. Matt moved, and Sarah seconded the financial report be filed for audit. Approved.

**Director's Report:** Gail covered items from her monthly report.

- Legislative Report – update from the recently concluded MN Legislative session.
- Friends of the Library received a grant from the West Central Initiative to fund “Clean Up Kits.”
- Summer Reading Kickoff – over 700 registered and expect more to sign up at Summer Fest.
- 2023 Annual Report Review – one correction with program participation at over 15,000 rather than the 8,000 on the draft version.

### **New Business:**

- Arielle provided an overview of her upcoming opportunity as a Visiting Librarian at the American Library in Paris.

- Submit a Council Request for Action Form regarding the collection of materials to be named “The Warren & Jannette Lowe Arts, Cultural, & Travel Collection.” – Sarah moved, and Matt seconded. Approved.

**Old Business:**

- Named Collection policy/procedure, second reading. Moved by Pete and seconded by Matt. Approved.
- Art Exhibit Contract, second reading. Moved by Sharon and seconded by Sarah. Approved.
- Minnesota Public Library Trustee Handbook – reviewed pages 31-34 (to Non-statutory polices).

**Meeting adjourned:** 6:02 p.m.

**Next Meeting:** July 10 at 5:00 p.m.

Respectfully Submitted - Pete Wasberg

## Fergus Falls Public Library Board Meeting Minutes

07/10/23, 5:00 p.m.

**Present:** Sharon Hintgen, President, Vice President, Matt Lape, Secretary, Amber Leopold, Pete Wasberg, Sarah Thacker, members at large.

**Absent:** No one **Quorum present:** Yes

**Library Staff/Guests Present:** Gail Hedstrom, Library Director, Suzanne Demuth, Friends of the Library representative

**Call to order:** Sharon called the meeting to order at 5:02pm.

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

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

**Friends of the Library Liaison Report:** Currently planning for a silent auction featuring art pieces in August 2023, and for the Fall silent auction. The Friends bookstore is going well, and is profitable.

**Financial Report:** Gail presented the income and expenses for June 2023. Sarah moved and Amber seconded the financial report be filed for audit. Approved.

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

- The data from the Digital Inclusion Grant has been submitted to the state via Viking Library System.
- The naming of the “Warren and Jannette Lowe Arts, Cultural, & Travel Collection” was approved by the Council.
- More than 1500 people registered for the Summer Reading Program.

- Will be asking Friends for a contribution towards the pollinator garden signage project.
- Teen Volunteer Program is going well.
- Summer tutoring has been going well. More than 70 students enrolled.

**Art Committee Report:** No report.

**FFFPL Foundation Liaison Report:** No report.

**Viking Library Board Report:** The summary written by Nancy Olson, VLS liaison, was reviewed.

**New Business:**

- Policy Review-Proctoring at FFPL. Policy reviewed and no changes made.
- Policy Review-FFPL Library Board By-laws. Read and reviewed together.

**Old Business:**

Action Items:

- Approval of agenda
- Approval of June 2023 minutes
- Financial report for June 2023 filed for audit
- MN Library Trustee Handbook-Reviewed pages 34-36 together.

**Meeting Adjourned:** 5:54 p.m.

**Next Meeting:** August 14, 2023, 5:00 p.m.

Respectfully Submitted, Amber Leopold, Secretary

## Fergus Falls Public Library Board Meeting Minutes

08/14/23, 5:00 p.m.

**Present:** Sharon Hintgen, President, Vice President, Matt Lape, Secretary, Amber Leopold, Sarah Thacker, member at large.

**Absent:** Pete Wasberg **Quorum present:** Yes

**Library Staff/Guests Present:** Gail Hedstrom, Library Director, Theresa Lee, Friends of the Library representative

**Call to order:** Sharon called the meeting to order at 5:02pm

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

**Secretary Report:** Matt moved and Sharon seconded the minutes from July 2023 be approved as presented. Approved.

**Friends of the Library Liaison Report:** Art Silent Auction will be held from 08/28/23-09/01/23. Need one or two new board members to join the Friends.

**Financial Report:** Gail presented the income and expenses for July 2023. Amber moved and Matt seconded the financial report be filed for audit. Approved.

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

- Wrap up report for summer tutoring, summer reading program, and teen volunteer program. Teen volunteer program will expand into the fall.
- The library will begin working on their welcoming week activities soon (WCI grant).
- Arielle is working from Paris.
- Native plants picked up from Morning Sky Nursery, Morris, MN.
- Hiring two library aides, and employee reviews completed for the six full-time library staff members.

**Art Committee Report:** No report.

**FFFPL Foundation Liaison Report:** Meetings are held every two months. Growing assets and preserving assets is a priority. Subaccount for Lowe's Funds needed. Petty cash account to be handled by the City of Fergus Falls. Contract made with photographer to document Friends, FFPL, and Foundation events.



**Viking Library Board Report:** The summary written by Nancy Olson, VLS liaison, was reviewed.

**New Business:**

- Budget proposal for 2024-Sarah made a motion to accept, Matt seconded.
- Policy Review-Conflict of Interest (first reading)-Amber made a motion to accept, Sarah seconded.
- Policy Review-Cooperation with other Libraries (first reading)-Sharon made a motion to accept, Matt seconded.
- Policy Review-Copyright (first reading)-Matt made a motion to accept, Amber seconded
- Policy Review-Fines and Fees-Official revision accepted-Sharon made a motion to accept, Amber seconded.

**Old Business:**

Action Items:

- Approval of agenda
- Approval of July 2023 minutes
- Financial report for July 2023 filed for audit
- MN Library Trustee Handbook review moved to 09/2023 Meeting

**Meeting Adjourned:** 6:03 p.m.

**Next Meeting:** 09/11/2023, 5:00 p.m.

Respectfully Submitted, Amber Leopold, Secretary

## Fergus Falls Public Library Board Meeting Minutes

09/11/23, 5:00 p.m.

**Present:** Sharon Hintgen, President, Matt Lape, Vice President, Amber Leopold, Secretary, Pete Wasberg, Sarah Thacker, members at large.

**Absent:** No one **Quorum present:** Yes

**Library Staff/Guests Present:** Gail Hedstrom, Library Director, Theresa Lee, Friends of the Library representative

**Call to order:** Sharon called the meeting to order at 5:02 pm.

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

**Secretary Report:** Sharon moved and Matt seconded the minutes from August 2023 be approved as presented. Approved.

**Friends of the Library Liaison Report:** The art auction was a success. The Friends are looking for new members to join the group.

**Financial Report:** Gail presented the income and expenses for August 2023. Amber moved and Pete seconded the financial report be filed for audit. Approved.

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

- Update on Arielle in France.
- Foundation Photography and Warren and Jannette Lowe Collection.
- September Office of Broadband will hold a listening session regarding access concerns and interests.

**Viking Library Board Report:** No review this month.

**New Business:**

- Policy Review Bulletin Board-Reviewed.
- Policy Review Record Retention-First reading completed.
- Long Range Plans-Read aloud. Look at and make changes.

**Old Business:**

- Policy Review-Conflict of Interest. Second reading. Sarah made a motion to adopt/approve. Pete seconded.
- Policy Review-Cooperation with other libraries. Second reading. Matt made a motion to approve with one correction. Sharon seconded.
- Policy Review-Copyright. Second reading. Amber approved with bottom section removed. Sharon seconded.
- MN Lib Trustee Handbook. Second reading. Sarah approved. Pete seconded.

**Action Items:**

- Approval of agenda
- Approval of August 2023 minutes
- Financial report for August 2023 filed for audit

**Meeting Adjourned:** 6:10 p.m.

**Next Meeting:** Monday, October 9, 2023, 5:00 p.m.

Respectfully Submitted, Amber Leopold, Secretary

## Fergus Falls Public Library Board Meeting Minutes

10/09/23, 5:00 p.m.

**Present:** President: Sharon Hintgen, Vice President: Matt Lape, Secretary: Amber Leopold, Members At Large: Pete Wasberg, Sarah Thacker

Absent: No one Quorum present: Yes

**Library Staff/Guests Present:** Library Director: Gail Hedstrom, Friends of the Library representative: Beth Achter

**Call to order:** Sharon called the meeting to order at 5:00 pm.

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

**Secretary Report:** Matt moved and Sharon seconded the minutes from September 2023 be approved as presented. Approved.

**Friends of the Library Liaison Report:** The Arts Auction went well. Still looking for new members.

**Financial Report:** Gail presented the income and expenses for September 2023. Amber moved and Sarah seconded the financial report be filed for audit. Approved.

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

- Halloween events. Knit, Crochet & More.
- Staff members attended trainings and workshops.
- Library staff members contributed to Long Range Plans.

**Viking Library Board Report:** Viking Library Director's yearly review was discussed. The 2024 draft budget was reviewed and the RLBSS State FY24 budget was amended to increase appropriated funds for: member library databases, office equipment, automation computer software, automation

hardware maintenance, telecommunications, and automation equipment rent and maintenance.

**New Business:**

- Gifts & Appraisal-First Reading
- Internet acceptable use-First Reading
- Personnel: See City of Fergus Falls Labor Agreement and Employee Policies-Reviewed

**Old Business:**

- Policy Review-Record Retention. Second reading. Pete made a motion to adopt/approve. Sharon seconded.
- Policy Review-Long Range Plans. Second reading. Pete made a motion to approve. Amber seconded.

**Action Items:**

- Approval of agenda
- Approval of September 2023 minutes
- Financial report for September 2023 filed for audit

**Meeting Adjourned:** 6:03 p.m.

**Next Meeting:** Monday, November 13, 2023, 5:00 p.m.

Respectfully Submitted, Amber Leopold, Secretary