



**LIBRARY BOARD  
MEETING AGENDA  
FEBRUARY 10, 2026 AT 5:30 PM  
MOORHEAD LIBRARY - 118 5TH STREET SOUTH**

1. Call to Order/Roll Call
2. Agenda Amendments
3. Approve Minutes
  - A. November 18, 2025 Minutes
4. Recognitions/Presentations
  - A. Welcome New Member - Linda Schell
  - B. LARL Overview with Liz Lynch
5. Information/Update
  - A. The Loop Construction Update and Moving Timeline
  - B. The Loop Fundraising Update
6. Business Items
  - A. Review and Update Bylaws
7. Director Report
  - A. February 2026 Director's Report
8. New Business
  - A. 2026 Officer Elections
9. Adjourn

**Moorhead Library Board  
Regular Meeting  
November 18, 2025  
5:30 p.m.**

**Agenda**

Present: Megan Krueger, Charley Johnson, Neely Benton, Chizuko Shastri, Sam Gust, Karin Olson Held, Sonja Blomquist, Cady Rutter, Emily Moore, Laura Caroon (guest), Barb Davis (guest)

Members not present: none

- Open Meeting
  - The meeting was called to order at 5:30 p.m. There were enough board members present to have a quorum. Neely Benton, Board Chair, conducted the meeting.
- Approve Agenda
  - Sam moved to approve the agenda; Charlie seconded. Motion passed.
- Approve minutes from September 2025 meeting
  - Chizuko noted Sonja was left off the present members in September.
  - Neely moved to approve the amended minutes; Sonja seconded. Motion passed.
- 2025 Adult Programming Review - Barb Davis
  - Barb shared slides with an overview of 2025 programming. Programs included new noon events, the Peace Corps Services series, Giving Hearts Day activities, a learning series with Clay County Health, National Library Week activities (including tabling at local college campuses), sneak peaks with Theatre B, several author visits, the summer concert series, Battle of the Badges blood drive, One Book One Community, musical events, Meet the Pups with 4 Luv of Dog, and many more.
  - Some of the recurring programs include: Senior Socials, Language Exchange, Conversation Corner, Monday Meetups, Marker League, Origami Club, and Pop-Up Libraries.
- The Spark Center Preview - Laura Caroon
  - Laura brought handouts about what the Spark Center for Entrepreneurship is: a community space in The Loop to “ignite innovation, foster inclusivity, and empower entrepreneurs in Moorhead.”
  - 3 main goals are to Learn, Connect, and Create.
  - The audience is aspiring and established business owners.
  - Locating The Spark Center in the library allows people to benefit from the services the library already offers. Laura will help to curate programming, build relationships in the community, and be present in the space each week.
  - Programs will include workshops, fireside chats about entrepreneur journeys, SBDC programming, ND Women’s Business programming. The goal is not to duplicate what community partners are already doing but rather to bring them into the Spark Center.
- Library and Community Center Updates - Megan
  - Project Update
    - Certificate of occupancy is expected 2/10/2026! A moving plan and opening date(s) are in process.
    - Construction update - playspace equipment is currently being installed. Spark Center booth framing is in place. Flooring, insulation, and brick work is in process. Biweekly

tours will start again in December until certificate of occupancy is delivered.

- Fundraising Update
  - At about \$1.8M of \$4M goal.
  - Updated sponsorship opportunities brochure shows gifts received and spaces named so far.
- LARL Board Update (attached)
  - Megan added to the Customer Survey information that people visit the library for reference services.
- Director's Report (attached)
  - Megan noted that there have been more events in 2025, in addition to the increased usership information. Notary services are also bringing people in.
  - The Friends of the Moorhead Library were recognized at a recent Moorhead City Council meetings.
- 2026 Membership
  - Chizuko's last Library Board meeting is today.
  - Karin and Charlie's appointments are up at the end of January. Both would like to be reappointed.
- 2026 Meeting Schedule
  - Will continue meeting four times/year. Megan will send out the schedule with dates.
- Other Business
  - The Friends will be hosting a goodbye event to the current library building on Giving Hearts Day in February.
  - The Library received a \$10K grant from the Carnegie Foundation available to libraries who were or are Carnegie Libraries.
- Next Meeting: February 10, 2026

Neely moved to adjourn at 6:10pm. Seconded by Karin.

# MOORHEAD PUBLIC LIBRARY BOARD OF TRUSTEES

## BYLAWS

### ARTICLE 1 *Identification*

The name of this organization shall be the Moorhead Public Library Board of Trustees.

### ARTICLE II *Purpose*

In accordance with the provisions of Minnesota Statutes and the Lake Agassiz Regional Library Agreement, the purpose of this organization shall be to deal with matters which pertain to the Moorhead Public Library facilities and property; to advise the Lake Agassiz Regional Library Board of Trustees on matters affecting the Moorhead Public Library; and to work for full cooperation and coordination of services within the regional public library system.

### ARTICLE III *Members*

#### Section 1. *Number and Qualifications of Members.*

Membership of the Moorhead Public Library Board of Trustees shall consist of eight (8) members appointed by the Moorhead Mayor/City Council. One (1) member of these eight (8) members shall be appointed upon nomination by the Council members from each of the four (4) wards. The Mayor of Moorhead shall appoint four (4) of these eight (8) members – three (3) at-large members and one (1) member of the City Council. These eight (8) members shall be residents of the City of Moorhead. ~~The appropriate number of members, resident in the City of Moorhead, Three members, appointed by the Moorhead Library Board,~~ shall concurrently, be members of the Lake Agassiz Regional Library Board of Trustees.

#### Section 2. *Appointment.*

Members shall be appointed for staggered three-year terms of office, except that the City Council member shall be appointed for a one-year term of office. Members may serve two consecutive three-year terms of office. Appointments will become effective on February 1 and will last through January 31 of the following year.

#### Section 3. *Disqualification.*

Any member who moves out of the City of Moorhead shall be responsible for notifying the secretary of the Board of Trustees. Upon receipt of such notification, the position shall be declared vacant.

#### Section 4. *Additional Policies for Citizen Advisory Groups.*

Except as otherwise noted, the provisions of the City of Moorhead's "Policies for Appointments and Removal for Citizen Advisory Groups" shall apply to the Moorhead Public Library Board of Trustees.

### ARTICLE IV *Officers*

Officers of the Moorhead Public Library Board of Trustees shall be a president, vice president and secretary.

The president shall preside at all meetings and perform such other duties as custom and law devolve upon the president.

The vice president or secretary shall assume the duties of the president in the event of the absence or disability of the president, keep an accurate record of all proceedings of the Board and give notice of all meetings.

The officers shall be elected at the first meeting of the Moorhead Public Library Board of Trustees after January 1 for a term of one year. An officer may succeed himself/herself, provided he/she shall not serve more than three consecutive terms. Vacancies in office shall be filled by vote at the next meeting of the Moorhead Public Library Board of Trustees after the vacancy occurs.

#### **ARTICLE V Meetings**

##### *Section 1. Time and Place.*

Meetings shall be called by the president, or upon the written request of two members, for the transaction of business as stated in the meeting request. Notice stating the time and place of any meeting and the purpose for which called shall be given at least two (2) days in advance of the meeting.

##### *Section 2. Quorum.*

A quorum for transaction of business shall consist of a simple majority of the members.

##### *Section 3. Parliamentary Authority.*

*Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings.

#### **ARTICLE VI Committees**

*Ad hoc* committees for the study of special problems or issues shall be appointed by the president to serve until the final report of the work for which they were appointed has been filed.

#### **ARTICLE VII Executive Officer**

The Moorhead Library Director shall be the executive officer for the Moorhead Public Library Board of Trustees. The Moorhead Library Director or his/her designated substitute shall attend all meetings of the Moorhead Public Library Board of Trustees.

#### **ARTICLE VIII Amendments**

These bylaws may be amended at any meeting of the Moorhead Public Library Board of Trustees by majority vote of the members present, provided the proposed amendment has been sent to the members at least thirty (30) days prior to the meeting.

Adopted: Moorhead Public Library Board of Trustees, August 17, 1983 to supersede its bylaws of December 16, 1957, as amended January 21, 1970 and May 5, 1982.

Amended: January 13, 1994 and March 19, 2002

Amended: August 2008

Amended: February 2019

Amended: January 2020

Amended: February 2026

**Moorhead Library Advisory Board  
February 10, 2026**

**Director's Report**

**Programs and Services**

- **Book Blizzard**

Moorhead Library customers are invited to participate in Book Blizzard, LARL's winter reading program, during the months of January and February. Participants can track their reading to win prizes. Additional information is available at <https://larl.org/bookblizzard/>.

- The Moorhead Library will operate under reduced hours during the month of March in order to move and prepare to open The Loop. The MPL page on [larl.org](http://larl.org) has been updated to reflect our new home and what people can expect during the move. View the page and additional information at <https://larl.org/locations/moorhead/>.
- AARP is offering tax assistance at the library again this year. We are working with them to ensure minimal disruption to service during our moving schedule. Individuals can make an appointment by calling 701-335-6509.

**Moorhead Friends of the Library**

- The Friends are participating in Giving Hearts Day for the third year. Proceeds from this year's campaign will support the construction costs of the new library and community center. Those wishing to support the campaign can visit [givingheartday.org](http://givingheartday.org).
- The Friends will host a liquidation sale to reduce their inventory of donated books beginning in mid-February. Individuals can choose what to pay for items in this sale. The sale will take place during open hours near the magazine area in the library.

**Facility Issues**

- We have experienced a series of facility issues over the past few months, including plumbing issues, electrical issues affecting the elevator and garage door, and more. We are thankful that we begin the moving process to our new facility soon!