



# Moorhead Library

## . . . Library Service at Its Best

**BOARD OF TRUSTEES**  
Regular Meeting, January 9<sup>th</sup>, 2018  
Library Meeting Room (lower level), 5:30 p.m.

### **Agenda**

1. Open Meeting
2. Approve Agenda
3. Approve minutes from December 2017 Meeting
4. Public Comment
5. Election of Officers
6. Director's Report
7. Other Business
  - a. Review of Bylaws and Role of Trustees Document
8. Next Meeting: February 13<sup>th</sup>, 2018

Moorhead Library is a Branch of Lake Agassiz Regional Library  
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Moorhead, MN 56560  
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Moorhead Public Library  
Board Meeting  
December 12, 2017

Present: Chizuko Shastri, Megan Krueger, Kristi Carlson, Les Bakke, Mari Dailey, Jessica Carter, JoAnne Molstre, Andrew Brammer, Linda Anderson

Absent: Wayne Ingersoll

There were enough Board members present to have a quorum. Chizuko Shastri, President, conducted the meeting.

**Approval of the Agenda**

The agenda was approved as written.

**Approval of the November 2017 Minutes**

The minutes were reviewed and approved.

**Public Comment**

No public comment

**LARL Report**

The LARL meeting was canceled, so nothing to report.

**Director's Report**

The staff was trained on how to respond to an active shooter situation. Megan is also going to schedule a follow up where an officer will come in and help the staff find the safest places to shelter if needed.

The staff also has ongoing training to deal with mental health issues displayed by patrons.

There was a discussion about whether there is a policy regarding cell phone use in the library. Megan says that there is no specific policy, it is dealt with on a case by case basis.

The boiler has been repaired and parts have been ordered to repair the elevator.

**Other business**

Joanne and Les' terms are up, but they can continue serving.

Mari will attend the Northern Lights Library meeting on December 16. They will be bringing gifts to the White Earth Community. Unwrapped items can be dropped off at the Moorhead library.

There will be elections at the next meeting.

The next Board meeting is scheduled for January 9, 2018 at 5:30 p.m.

The meeting was adjourned at 5:45 p.m.

Submitted by,  
Kristi Carlson

Moorhead Library Board  
Board of Trustees, Regular Meeting  
January 9<sup>th</sup>, 2018

**Director's Report**

**Materials and Services**

Book Blizzard, LARL's Adult Winter Reading Program, runs now through the end of February. Participants can turn in an entry form by reading four books or by participating in two challenges listed on the form. Participants are also able to enter via an online form, available at [larl.org/bookblizzard/](http://larl.org/bookblizzard/).

LARL has ordered new tablets for our children's area. These tablets will replace the computers and iPads that are currently available. At this time we do not know when the tablets will arrive or be ready for use. LARL also recently provided some new toys and puzzles for the children's area. Once the tablets arrive, we plan to rearrange the area in order to create a more welcoming and usable space for customers.

**Upcoming Events**

Jenny Rodger is hosting a series, Reel Talk. This series will include two events (January 24<sup>th</sup> and February 28<sup>th</sup>). Participants will watch a documentary featuring a relevant social issue and discuss the topic the viewing over refreshments.

See our winter event brochure for a full listing of events.

**The Friends of the Moorhead Library**

The Friends of the Moorhead Library will host their annual meeting at the library Tuesday, January 30<sup>th</sup> at 6:30. Following the brief meeting, the public is invited to enjoy refreshments and a musical performance by Tristan Larson at 7:00.

The Friends of the Moorhead Library will host a bag sale February 9<sup>th</sup> and 10<sup>th</sup> in the hopes of clearing out some of their inventory.

**Building Issues**

Nothing to report at this time.

**Happy New Year!**

# 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 nine (9) members. Eight (8) members shall be 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. One (1) member shall be appointed by the Clay County Commission. This member shall be a resident of Clay County. The appropriate number of members, resident in the City of Moorhead, 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 January 1.

#### 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 and vice-president/secretary.

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

The vice president/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

## Role of Library Trustees:

1. Trustees in LARL are either Advisory or Governing. Local Boards are Advisory, but may have members who serve on the larger LARL Governing Board. (Moorhead has five members who serve also on the LARL board.)
2. Trustees should be familiar with the Library's Mission and Vision.
3. Trustees on the LARL board are responsible for setting policies which direct the operation of the Library. The LARL Director will recommend needed policies, and provide background information for understanding the need for a policy, the context in which it will function, the issues that the policy must address, as well as the pros and cons of the proposed policy.
4. Trustees are responsible for coordinating the planning process for effective Strategic Planning in order to effectively carry out the Library's Mission.
5. Trustees have an important role as advocates and ambassadors for the Library. It is our job as staff to help trustees understand the intricacies of library operation so they can positively support and advocate for library needs with constituents and funding bodies.
6. Trustees are expected to attend meetings so that they keep abreast of issues facing the Library. Information should be provided to the board in plenty of time for review prior to the meeting.
7. Trustees can support the Library by becoming acquainted with city officials, community leaders and be prepared to answer their questions about the value of the Library in the community.

Moorhead Library Board is an Advisory Board. When we discuss potential policies, the planning process or Strategic Plan, this board will be functioning as advisory. The LARL members on the Moorhead Board will be listening to the thoughts and opinions of the Moorhead members, so that they can speak more broadly to the issues when the subject is raised at a LARL Board meeting. Even though this board does not actually make policy decisions, your participation can influence the ultimate decisions of the larger board.

The Moorhead Library Board also functions as an advisory board to the city of Moorhead in regard to building issues. The city is responsible for the library building and grounds and this board is expected to discuss any major issues regarding building decisions, and advise the city on dealing with those issues.

In order to assist new board members in understanding how the Library functions, we will review some of the major policies governing library operations and encourage discussion to ensure the greatest understanding.