STATEMENT OF BYLAWS

FOR THE

MINOT PUBLIC LIBRARY BOARD

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Revised and Adopted
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by the
Minot Public Library Board

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LIBRARY BOARD OF DIRECTORS

1.1 APPOINTMENT AND TERM OF OFFICE

The City Council of Minot appoints the five (5) library board members who must be residents of Minot. One member of the City Council or designated representative shall be a member of the Board of Directors. The term of office of each board member is three (3) years. Each board member shall hold office for a term of three (3) years from the first of July in the year of his/her appointment and until his/her successor has been appointed. No member of the board can serve more than two (2) consecutive terms, after which an interval of one year must elapse before the member can be reappointed – North Dakota Statute (40-38-03).

1.2 Recalling a Board Member.

The Minot City Council may remove any Board member for misconduct or neglect of duty. The Board also has the collective power to censure one of its members for misconduct and in extreme cases, to recommend their removal from the Board to the City Council. Recall can be initiated by a member of the Board, staff, or public with reasoning to be presented to the Board. Recall will be recommended to the city council by unanimous vote of the Board (including the President), excluding the individual in question.

1.3 Vacancy

In case of a vacancy on the Board outside of normal appointments, said vacancy will be filled by mayoral appointment for the remainder of the term. Board members who fill such terms will be eligible for subsequent appointment for up to a maximum of two 3-year terms.

1.4 TIME AND PLACE OF MEETINGS

Regular meetings of the library board will be held monthly at the Minot Public Library and will be posted on the Library's website and at the Library. By vote of the board the regular and/or special meetings may be held at other locations within the community. All regular and special meetings of the board shall be open to the public.

1.5 QUORUM

Three members of the board being present at any meeting shall constitute a quorum.

1.6 ORDER OF BUSINESS, REGULAR MEETINGS

Unless altered by the board itself, the order of business at regular meetings shall be:

a. Roll call
b. Approval of agenda
c. Reading of minutes of previous regular meeting and any intervening special meetings
d. Approval of minutes
e. Action on bills presented
f. Financial report
g. Library Director's report
h. With the approval of the board, receive reports from professional personnel, committees, community groups, or individuals
i. Old business
j. New business
k. Adjournment

1.7 ORDER OF BUSINESS, SPECIAL MEETINGS

Unless altered by the board itself, the order of business at special meetings shall be:

a. Roll call
b. Statement of purpose of meeting
c. Consideration of items for which the meeting was called
d. Adjournment

1.8 ORGANIZATION

At the regular June meeting of the board, one of its members shall be elected president, one as vice-president, and one as secretary.

1.9 DUTIES OF OFFICERS

Duties of the president are:

a. Call meetings of the board
b. Preside at all meetings
c. Represent the library in all legal actions
d. Appoint special and standing committees
e. Serve, if he/she chooses, as ex-officio member of committees
f. Participate in all actions of the board
g. Draw and sign all orders for payment of authorized claims. The City Treasurer is the treasurer of the library board.
h. Lead performance review of library director.

Duties of the secretary are:

a. Keep an accurate record of all meetings

b. Notify board members of all regular and special meetings of the board in writing at least five (5) days prior to the day of the meeting. This notification shall also include a written agenda of the announced meeting.
c. Make required reports to state officials
d. Conduct correspondence for and in the name of the library, as directed by the board.
e. Act as custodian of all securities, documents, title papers, and records of the board except for performance review documents.
f. The board may designate that any or all of the above duties shall be carried out by the Library Director, with the secretary to review minutes and actions of the board.

Duties of the vice president are:

a. To act in the absence of the president as prescribed above.

1.10 COMMITTEES

At the regular July meeting of the board, the president shall appoint two members of the board to each of the following standing committees.

a. Personnel and Policy:

The committee would work with the director in matters relating to employment, salaries and benefits for all staff personnel. The overall objective is to work with the director in securing and retaining the most outstanding personnel possible to work in our library. The director shall furnish to members of the committee information relative to present personnel, comparative information regarding salaries and benefits being provided in other comparable libraries, and the personnel needs for the coming fiscal year. Members of the committee shall, where possible, provide to the director comparable materials as they may run across them. The committee shall work with the director in making recommendations to the board in the areas of personnel employment, salaries, and benefits.

The committee would work with the director and staff in studying present board policies and making recommendations to the board for any additions or changes that may be necessary.

b. Budget and Finance Committee:

The committee would work with the director in the formulation of a budget that will reflect an efficient use of funds for the provision of the program of services. The committee shall work with the director in

matters that will make for a more efficient and workable business operation.

c. Building and Grounds Committee:
The committee would work with the director and maintenance staff in matters relating to maintenance and improvement of the physical plant. Major purchases of equipment, furniture, and shelving will also be considered by this committee. Recommendations for building and grounds expenditures will be the responsibility of this committee.

d. Programs and Public Relations Committee:
The committee would work with the director and library staff in promoting library service in the community and conducting special activities. Public relations goals and objectives will be formulated by this committee.

This committee will also help formulate short range and long range goals that reflect the library needs of the community and the changing trends and technologies in the library field.

The committee will work with the director and staff in the development of evaluation tools which will insure the quality of the programs being provided to the city and which will also provide the administration with information relative to the quality of work being provided by the library staff members. The overall objective being to insure that the best program is being provided for the dollars spent.

The president of the board may appoint special committees to carry out a designated task. All special committees shall cease to function following completion of the assigned task.

1.11 OPERATIONAL DUTIES

The library board shall carry out the duties imposed upon it as authorized by law. It shall determine policies and programs.

The library board shall consider requests for services and may, if organization, personnel, equipment, and financial support are available, grant such requests.

In general practice, whenever a librarian or other employee, resident of the city, patron, or person having business with the Minot Public Library makes a request to a board member as an individual for some action or change in some action on

the part of staff members, employees, or the board, the board member shall be willing to listen to such requests but should not commit himself or herself to a course of action until the matter is presented at a board meeting. The board members should urge such person or persons to discuss the matter with the director. *The board is a policy-making unit and in no way an administrative body.*

1.12 OFFICIAL ACTIONS

Official actions may be taken only at a regular or special meeting of the board. In case of emergency, the director or president may poll members individually on actions to be taken, but such actions shall be ratified in official manner at the next meeting of the board. A board member or group of board members as individuals should not give a decision on matters affecting the operation of Minot Public Library to residents, patrons, librarians, employees, or persons having business with the Board of the Minot Public Library when not in a regular or special meeting of the board, unless authorized by the board to do so.

1.13 EMPLOYMENT OF DIRECTOR

The library board shall employ a director who shall serve as the executive officer of the board and as supervisor of the library program. The director shall attend all board meetings, unless excused at his request or at the request of the board for those sessions in which his own salary or an evaluation is under consideration.

1.14 PERFORMANCE REVIEW OF THE LIBRARY DIRECTOR

The board will conduct regular performance evaluations of the director. All documents associated with performance reviews of the director will be stored in a personnel folder housed in the City Human Resources Department. The president of the board shall consult with the Human Resources Director about any disciplinary concerns prior to the Library Board taking action. The Library Board has the ultimate authority on disciplinary matters involving the library director.

1.15 COMPENSATION

Members of the library board shall not receive compensation. The board may authorize the entire membership or part of it to attend state or regional meetings with actual expenses incurred to be paid from funds so budgeted.

1.16 CHANGE OF BOARD POLICIES

Additions, deletions, or modifications may be made to any of the board policies at any regular or special meeting of the Minot Public Library Board. It shall be the duty of all staff members to read and be informed of board policies.

There will be an annual review of bylaws and policies in May.

1.17 PARLIAMENTARY PROCEDURE

Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the board.

The President of the board can participate in the discussion of library business. Robert's Rules of Order will govern voting by the President. Robert's Rules of Order states: "The president can vote to make or break a tie vote, can cast a ballot vote, and can vote in a roll call vote with his or her vote called last."

1.18 ANNUAL REPORT CONTENTS

According to ND Century Code 40-38-09 "The board of directors shall make a report on July first of each year to the governing body of the city or board of county commissioners, as the case may be, stating:

1.) The condition of the library and property.
2.) The various sums of money received from all sources.
3.) How much money has been expended and for what purpose.
4.) The number of books and periodicals on hand.
5.) The number of books and periodicals added by purchase or gift during the year and the number thereof lost or loaned out.
6.) The character and kind of books contained in the library.
7.) Such other statistics, information, and suggestions as the board may deem of general interest or as may be required by the state library.

Copies of the report shall be filed with the governing body of the political subdivision and with the state library."

1.19 MEMBERSHIPS

All members of the board shall be encouraged to become members of the trustees section of the North Dakota Library Association. The president of the board shall also be encouraged to be a member of the Trustees Section of the American Library Association.

1.20 CITY ORDINANCE AND STATE LAWS

All bylaws of the library board shall comply with the spirit of the Minot City Ordinances and North Dakota State Laws.

DIRECTOR

2.0 RESPONSIBILITIES

The director shall be the executive officer of the board, and with the cooperation of any other librarians, shall have charge of the administration of the library under the direction and review of the board. The director shall be

responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall attend all board meeting except those at which his/her evaluation or salary is to be discussed or decided.

The Library Director also works with city staff, including the city manager. He/She shall attend Department Head meetings and abide by budgetary directives from the City Manager.

2.1 BUDGET

The director shall present to the board annually a proposed budget for the total expenditures for the ensuing fiscal year by June 30th of each year. The board may modify such budget as it seems best and then shall adopt an operational budget. The director shall use the operational budget as the means for conducting expenditures for the fiscal year. Within limits of the money on hand and that indicated on the proposed budget, the board may revise the operating budget during the year as considered necessary. The fiscal year shall be from January 1 through December 31.

2.2 AUTHORIZED PURCHASES

The director may purchase items or combination of items provided for in the budget rather than items specifically approved by the board. If purchases or contracts not covered by available funds are deemed essential, the board may authorize a transfer of money from one account to another to cover expenditures. The director is the purchasing agent for the library.

On large items that are under bid by interested suppliers the board shall determine the bid to be accepted in terms of price, quality of product, and service rendered.

2.3 INVENTORY

The director shall keep an accurate record of materials and equipment. He/She may require librarians and other staff to assist him/her in maintaining such an inventory. He/She shall provide the board with a materials inventory report annually. A perpetual inventory of the collection will be kept on a four year rotating basis, part of the collection being done each of the four years.

2.4 ATTENDANCE AT PROFESSIONAL MEETINGS

The director is encouraged to be a member of local, state, and national library organizations. He/She is encouraged to attend local, state, and national conferences as part of his/her duties. Reimbursement of expenses incurred

through attendance at these conferences shall be determined according to the board policy that applies to travel expenses.

2.5 ASSIGNMENT OF DUTIES AND RESPONSIBILITIES

The director shall assign all employees to the particular position in which they will work and shall assign their major responsibilities or duties.

2.6 EMPLOYMENT OF PERSONNEL

The director shall notify the board of appointment, assignment, transfer, suspension, promotion, or dismissal of professional or full-time employees of Minot Public Library.

2.7 Removal of Person's Violating Rules

The library board gives the right to the director to remove any patron from the premises or library program who violates patron conduct policies for any period of time. The director will report to the board whenever this power is used. Patrons may appeal such removal to the library board at any time.