

Proposed Changes, April, 2012

**BY-LAWS OF THE LIBRARY BOARD OF THE CITY OF NORTHFIELD
MINNESOTA**

Article I

The name of this body shall be “the Library Board” of the City of Northfield and the library shall be known as the “Public Library of the City of Northfield, Minnesota.” This board is subject to the authority of the City Council and advises the City Council with respect to matters pertaining to the Public Library.

**Article II
Meetings**

**Section 1
Structure**

The dates of the regular monthly meetings of the Library Board shall be determined by the board at the organizational meeting, to be held annually the month after new board members have been appointed.

Meeting time and place may be changed with prior notice, to accomplish library business. All meetings shall be open to the public except in cases of personnel review and/or labor issues. Notices shall be sent to members and the local newspaper at least five days before each meeting.

Special meetings may be called by the chair, or upon written request of two members, for the transaction of business stated in the call for the meeting.

Board members shall attend all regular and special meetings as required. A member may be dismissed if two or more consecutive meetings are missed or if three or more meetings are missed in a calendar year.

All issues must be decided by a voting quorum. A quorum shall consist of a majority of all appointed members excluding any members who have been dismissed or have resigned.

Section 2

Order of Business

The order of business at regular meetings shall follow parliamentary authority with an outline as follows:

- 1) Call to order
- 2) Reading and approval of minutes
- 3) Report of the Librarian
- 4) Report of committees
- 5) New business
- 6) Old business
- 7) Adjournment

Article III Membership and officers

Section 1

Board Membership

Nine (9) members of the board are appointed by the Mayor of the City of Northfield, with the approval of the City Council. Members of the Library Board are appointed for a three-year term and shall serve no more than three consecutive full terms.

All members of the Board must live in the service area of the Library, and the majority of the Library Board members shall be residents of the city of Northfield. Board members must notify the chair of a desire to resign in a timely manner.

Section 2

Officers

A nominating committee, appointed by the chair at a prior board meeting, shall present a slate of officers to be chosen at the regular organizational meeting of the Library Board. They shall be as follows: Chair, Vice-Chair, Treasurer and Secretary. They shall hold office for one year, or, if later, until their successors are elected.

An officer may succeed himself or herself, provided, however, that a chair shall not serve more than two consecutive years.

The chair of the Library Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

The vice-chair shall preside in the absence of the chair. In case of a vacancy in the office of the chair, the vice-chair shall perform the duties of that office until a new chair is elected.

The secretary shall ensure that board meeting records and board correspondence are current and accurate, and shall initiate, in conjunction with the chair, the process of filling board vacancies in a timely manner. A library staff member may be assigned to assist with meeting minutes. 

The treasurer shall review gifts, fundraising, budget proposals and other financial matters that relate to board functions and responsibilities. 

Section 3

Public May Attend Meetings

All meetings shall be open to the public except in cases of personnel review and/or labor issues. Where feasible, the Board chair shall appoint one person to represent the Board at meetings of SELCO, and shall invite that person to attend all Board meetings as an “ex-officio” member of the Board. The Board chair may also invite other persons, such as a representative of the Friends and Foundation of the Northfield Library and a member of the Northfield City Council, to attend Board meetings as “ex-officio” members of the Board. Such “ex-officio” Board members shall receive notice of meetings in the same manner as regular members of the Board but shall not have a vote.

Article IV Committees



Committees of the Library Board may be formed at any regular meeting of the Library Board, as determined by the chair. Each committee chair shall be a member of the board, but committee membership is not restricted to board members. The Committees shall address issues and needs determined by the Board such as, for example, the following:

- Gifts to the Library
- Fundraising
- Library Budgets
- Facility maintenance, planning and improvements
- Personnel issues
- Strategic planning for library operations, programs, services, and equipment
- Community partnerships, outreach programs, public relations
- Special events
- Liaison with the Friends and Foundation of the Northfield Library

Article V Duties

The duties of Board members consist of carrying out the powers given them. It is their duty and responsibility to make recommendations regarding:

- 1) Policy of the library
- 2) Selection/dismissal of the Library Director
- 3) Annual budget to be presented to the Northfield City Council for approval
- 4) Programs and operations of the library and the library buildings
- 5) Legislation that is appropriate to public libraries

In carrying out their duties and responsibilities, Board members shall endeavor to cooperate with public officials and other boards and commissions and maintain positive community relations.

Article VI Director of the Library

The Director of the Library shall be considered the executive officer of the Library Board. The Director of the Library shall attend all Board meetings except when the Board meets to discuss personnel issues directly involving the Director of the Library. The Director of the Library is under the direction and review of the City Administrator with advice and counsel from the Board.

Article VII Limitations

No member of the Library Board or immediate relative of the Director of the Library shall be considered for staff employment.

No member of the Library Board or staff member shall have any right or privilege to use the resources, business finances or contacts of the Public Library for personal use or profit except for such rights that are granted to any other library card holding resident.

Article VIII

The Library Board shall be subject to any city ordinances or state statutes that apply to public library operations.

Article IX Amendments

These by-laws may be amended at any regular meeting of the Library Board with a majority present, by a two thirds vote of the members present, provided the amendment was stated in the call for the meeting.

The by-laws shall yield only, in point of conflict, to Minnesota State Statutes and duly adopted Regulations applicable to Minnesota Libraries and Library Boards and the Charter of the City of Northfield.

These by-laws will be in force upon adoption by the Library Board of the Public Library of the City of Northfield.

Revised and adopted by the Library Board on April 11, 2012