

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

## Article II Meetings

### Section 1

#### Structure

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.

The Library Board typically meets on the second Wednesday of the month from 7pm to 8:30pm. The meeting schedule, date or length may be changed by simple majority vote, however a change in date or starting time will require a community notice in the local newspaper at least 5 days in advance.

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. If a member cannot attend a meeting, they should let the Library Director or Board Chair know as soon as possible. A call-in option can be provided if a member is out-of-town. If a member misses three meetings in a calendar year, or is frequently arriving late or leaving early, the Board Chair will contact them to discuss their continued membership on the board. In extreme cases, the Board Chair may make a recommendation of dismissal to the mayor. 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.

If a quorum is not present, the Chair must state that there is no meeting and not discuss public business. Minutes are not taken. Some informal information sharing or socialization is acceptable. If it is known in advance that a quorum will not be reached, the Library Director will send a notice to all Board members stating that a meeting will not take place.

### Section 2

#### Agenda

The Board Chair will prepare an agenda in consultation with the Library Director. Any topics for discussion should be submitted to the Board Chair no later than one week prior to the meeting. A Library staff member will e-mail the agenda along with accompanying materials to Board Members and ex-officio members at least 5 days prior to the meeting.

The agenda may be revised or additional items may be added to the agenda at the beginning of the meeting through simple majority vote.

## Order of Business

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

- 1) Call to order
- 2) Approval of the agenda
- 3) Approval of minutes
- 4) Open public comment
- 5) Reports
- 6) Old business
- 7) New business
- 8) Adjournment

## **Section 3**

### Rules of Decorum and Rules of Order

- 1) Except where otherwise specified in these bylaws, the Library Board and its members shall abide by the City of Northfield's Rules of Order and Rules of Decorum (See Appendix A and B).
- 2) General consent may be used for approval of the agenda, approval of the minutes and meeting adjournment (when no objections are raised).
- 3) Members and guests are addressed by first name unless anyone requests a different form of address.
- 4) No person shall speak without being recognized by the chair and no person should speak twice until all other members have had a chance to speak.
- 5) Once recognized, the person speaking may address any person.
- 6) Any member of the public may take one opportunity per month to address the Library Board in person for 2 minutes (not including interpreter's time) on any topic. Persons wanting a response to a question must submit the question, along with their name and contact information, in writing to any board member.
- 7) Changes to the Board's rules for an individual meeting may be accomplished through simple majority vote.
- 8) Proposed changes to these bylaws shall be submitted in writing to the Board and approved by a two-thirds vote of all appointed members (excluding any members who have been dismissed or have resigned).

## **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**

Election of officers: Within the first three meetings of the calendar year, voting members of the Board shall select a Chair and Vice-Chair through open nominations from the floor followed by a voice vote. They shall hold office until their successors are elected (or until their Board membership term expires). An officer may succeed himself or herself, provided, however, that a chair shall not serve more than two consecutive years.

Chair: 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.

Vice-Chair: 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.

In the event that neither the Chair nor the Vice-Chair are able to attend the meeting, either the Chair or the Vice-Chair shall appoint a member of the Board to serve as acting chair for that meeting.

Secretary: A Library staff member will be assigned by the Library Director to perform the functions of secretary. The secretary shall keep a record of the proceedings of every meeting of the Library Board.

## **Section 3**

### **Advisory Members**

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 to the Library Director and/or to the City Council 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 closely with the Library Director and 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.

**Revised and adopted by the Library Board on TBD**