

## **Library Board Bylaws**

### **ARTICLE I. Name**

This organization shall be called "The Board of Trustees of the Hibbing Public Library".

### **ARTICLE II. Purpose**

The purpose of the Hibbing Public Library Board of Trustees is to represent the library both to the people and to the governing officials. It is the trustee's obligation to use its best efforts to see that adequate funds are obtained for good library service; to promote the best possible use of all library resources in the area; to improve the library, and extend library service to those not previously served.

### **ARTICLE III. Board of Trustees**

#### **A. Number and qualifications**

The governing body of the library is composed of seven (7) members as appointed by the appointing official of Hibbing, Minnesota, unless such number is changed by the governing body.

#### **B. Term of office**

The term of office of trustees shall be three (3) years as directed by state law.

#### **C. Total term of office**

As mandated by state statutes, each trustee shall be entitled to serve three (3) terms of three (3) years duration, making a total tenure of nine (9) years.

#### **D. Disqualifications, vacancies**

When any trustee fails to attend at least three (3) consecutive meetings of the Board, without just cause, it shall be the duty of the president, with consent of the Board, to report such fact to the appointing authority, recommending that such position be declared vacant. The president shall, with consent of the Board, suggest three (3) to five (5) names of persons who may qualify to fill the position.

#### **E. Officers**

Officers of the Board shall be a president, vice-president, and secretary. Officers all be elected at the regular annual meeting. An officer may succeed himself. Vacancies in office shall be filled at the next regular meeting of the Board after the vacancy occurs.

The duties of the officers are as follows:

The president shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and perform such other duties as custom and law devolve upon the president.

The vice-president shall assume the duties of the president in the event of the absence or disability of the president.

The secretary shall keep an accurate record of all proceedings of the board meetings and shall perform such other duties as may properly belong to that office.

## **ARTICLE IV. Meetings**

**A. The Library Board of Trustees shall meet each month, the date and hour to be set by the Board at its annual meeting. The April meeting shall be the annual meeting.**

### **B. Special meetings**

Special meetings of the Board of Trustees may be called by:

1. By the president,
2. By the president, upon written request of three (3) members for the transaction of business as stated in the meeting request.

In the absence or failure of the President to call a special meeting when duly requested, a special meeting may be called by four (4) directors.

Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board of Trustees at least three (3) days in advance of the meeting.

### **C. Quorum**

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

### **D. Order of business at regular meetings shall be:**

1. Roll call
2. Minutes
3. Report of the Library Director
4. Committee reports
5. Communications
6. Old business
7. New business
8. Adjournment

## **E. Parliamentary authority**

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

## **ARTICLE V. Committees**

### **A. Executive Committee**

The Executive Committee shall consist of the three (3) officers of the Board of Trustees and shall have the power to act for the Board, subject to the ratification of its acts by the Board.

### **B. Finance Committee**

A Finance Committee, consisting of three (3) members of the Board, shall be appointed by the President.

It shall monitor all library funds, audit all bills, and recommend for payment all bills which they approve.

When members of the Finance Committee are not readily available, the President may appoint substitutes, who are members of the Board, to audit the bills and make recommendations for payment.

The Finance Committee shall present to the Board, at the appropriate time of the year, a statement for the annual budget for the ensuing year. The proposed budget, when approved by the Board, shall be submitted to the City Council.

Members of the Finance Committee shall serve until the next annual meeting, or until their successors are appointed.

### **C. Ad Hoc Committees**

Ad Hoc Committees for the study of special problems will be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed.

Committees shall make a report at each regular meeting of the Board and such acts of the committees as are ratified by the Board shall be included in the minutes of the meeting.

## **ARTICLE VI. Duties of the Board of Trustees**

Determine the policy of the library and develop the highest possible degree of operating efficiency in the library.

Select and appoint a competent administrator.

Advise in the preparation of the budget, approve it, and make every reasonable effort that adequate funds are provided to finance the approved budget.

Through the Director of the library, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Cooperate with other public officials and boards and maintain vital public relations.

Study and support legislation for the greatest good of libraries.

## **ARTICLE VII. Director of the Library**

The director of the library shall be considered an executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the board. The director shall be held 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 under the direction and review of the board. The director of the library shall attend all meetings unless excused by the Board.

## **ARTICLE VIII. Amendments**

These bylaws may be amended at any regular meetings of the Board with a quorum present, by majority vote of the members present, providing the amendment was stated at the preceding meeting (or issued in the call to meeting, or has been sent to the members at least thirty (30) days prior to the meeting).

These bylaws supersede any and all of the Board's bylaws in existence prior to the date of acceptance of these bylaws.

These bylaws will be in force upon adoption by the Library Board.

*Adopted March 13, 1979*

*Revised June 10, 1992*