

**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.” Nine (9) members of the board are appointed by the Mayor of the City of Northfield, with the approval of the City Council, to serve a three-year term. This board is subject to the authority of the City Council and to advise the City Council with respect to matters pertaining to the Public Library.

**Article II
Meetings**

Section 1

Structure

The regular monthly meeting 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 three in a calendar year.

Board members must notify the chair of a desire to resign in a timely manner.

All issues must be decided by a voting quorum. A quorum shall consist of a majority of all appointed members excluding any members that 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

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 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 is current and accurate, 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 2

Ex-officio members

Ex-officio members of the board shall include, but not be limited to:

The SELCO (Southeastern Libraries Cooperating) representative shall represent the Library Board at all regional meetings. The representative is invited to attend Library Board meetings in a non-voting capacity.

A representative of the Friends of the Library is invited to attend Library Board meetings in a non-voting capacity.

A City Council Liaison is invited to attend all Library Board meetings, also in a non-voting capacity.

The board may appoint additional ex-officio members; however, all such members will serve in a non-voting capacity.

Article IV Committees

Committees of the Library Board, consisting of a chair and 2-3 members appointed by the chair, shall be formed at the first organizational meeting in each calendar year. The Committees shall address issues and needs determined by the Board and include but not be limited to the following ongoing responsibilities:

- 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
- Friends of the 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 operation of the library and the library buildings
- 5) Monitor and advocate for legislation that is appropriate to public libraries
- 6) Cooperate with other public officials and boards
- 7) 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.

Members of the Library Board are appointed for a three-year term and shall serve no more than three consecutive full terms.

No member of the Library Board or any administrative member of the library 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.

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.

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 specifically aimed at Minnesota Libraries and Library Boards and incorporated into the Minnesota State Statutes 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 January 10, 2010