

# **BY-LAWS FOR THE BOARD OF TRUSTEES OF THE GRAND MARAIS PUBLIC LIBRARY**

## **Article I Name**

The name of this organization is "The Board of Trustees of the Grand Marais Public Library".

## **Article II Purpose**

The purpose of the Grand Marais Library Board is to represent the library both to the people and to the governing officials.

## **Article III Composition of the Board**

Section 1. The library shall continue to be governed by a board of seven (7) members serving staggered three-year terms and appointed by the Mayor of the City, with the consent of the City Council. Four members of the Board shall continue to be residents of the City. The other three members shall be three County residents from outside the City limits, not more than one of whom shall at any time be a member of the County Board. All terms shall end on December 31st. The Library Board members shall be appointed for the term of three years and until their successors are qualified. PROVIDED, NEVERTHELESS, that any member of the Grand Marais City council or the Cook County Commissioners shall be appointed to the Library Board for a one-year term only. All non-city resident members of the Library Board shall be appointed from a list of nominees nominated by the County Board. The Library Board so appointed shall have all of the powers of such boards as set forth in Minnesota Statutes, Chapter 134. (from the Joint Powers Agreement for Library Services)

Section 2. No Trustee shall serve more than two (2) consecutive three (3) year terms. A former trustee may be reappointed after a lapse of one year.

Section 3. Any member who moves out of Grand Marais or Cook County shall be responsible for notifying the secretary of the Board of Trustees. Upon receipt of such notice, the position shall be declared vacant. It is the duty of the President to notify the appointing officials of the vacancy and, by direction of the board, suggest names to the A.O. of persons who may fill the vacancy.

Section 4. Officers of the board shall be a president, vice-president and secretary. They shall hold office for one year or until their successors are selected. Vacancies in office shall be filled by vote at the next regular meeting after vacancy occurs.

The duties of the officers are as follows:

The President shall preside at all meetings of the board, authorize calls for any special meetings, sign vouchers for disbursement from library funds (or designate other board members to do so) and in general perform all duties associated with that office.

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 accurate minutes of all board meetings and perform other duties generally associated with that office.

## **Article IV Meetings**

Section 1. The Library Board shall meet at a regular monthly meeting. The time, date and place shall be determined at the January meeting which shall be designated as the annual meeting. In accordance with the Minnesota Open Meeting Law, public notice of meetings shall be posted.

Section 2. Special meetings may be called by the president, or upon request by three (3) members, for the transaction of business as stated in the call to meeting.

Section 3. A quorum for transaction of business shall consist of a simple majority of four (4).

Section 4. Order of business at regular meetings shall be:

1. Call to order
2. Minutes of prior meeting
3. Director's financial report
4. Approval of bills
5. Director's service report
6. Committee reports
7. Communications
8. Unfinished business
9. New business
10. Adjournment

Section 5. Robert's Rules of Order shall govern parliamentary procedure of all meetings.

## **Article V Committees**

The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be discharged on completion of its task and after its final report is made to the board.

## **Article VI Duties of the Board of Trustees**

1. Determine the policy of the library and develop the highest possible degree of operating efficiency in the library.
2. Select and hire a competent library director.
3. Advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget.
4. Through the director, supervise and maintain buildings and grounds, as well as regularly review various physical building needs to see that they

meet the requirements of the total library program.

5. Maintain a Long Range Plan for the achievement of service and administrative goals.

6. Study and support legislation which will bring about the greatest good to the greatest number of libraries.

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

## **Article VII Duties of the Library Director**

The Director shall be considered the 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 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 meetings.

## **Article VIII Amendments**

These by-laws may be amended at any regular meeting of the board by majority vote of the members present, providing the amendment was stated at the previous meeting.

Adopted 1993