

Moose Lake Public Library  
Board of Directors  
BYLAWS

**I. Name**

The name of the organization is Moose Lake Public Library, located in Moose Lake, Minnesota.

**II. Oath and Purpose**

The purpose of the Moose Lake Public Library Board is to represent the library both to the people and to the governing officials; to see that adequate funds are obtained for quality library service; to promote the best possible use of all library resources in the area; to improve existing library service to those not previously served.

**III. Board of Directors**

**A. Number and Qualifications**

The library board shall consist of five (5) members all having full voting privileges. Four (4) members shall be residents of the City of Moose Lake. One (1) member shall be a resident of Carlton County. The Library Board solicits qualified applicants who are appointed by the Mayor with the approval of the Council.

**B. Term of Office**

Of the four (4) City members, one (1) shall be a City Council person whose term on the library board shall be for a period of one (1) year. The Carlton County resident appointment shall also be for a period of one (1) year. The City Council representative and the Carlton County resident appointment shall be made each year during the annual committee appointment process of the City Council. Of the three (3) remaining City members, two (2) shall serve for a term of two (2) years and one (1) shall serve a term of one (1) year. Thereafter, with the exception of the City Council representative and the Carlton County resident, members shall be appointed or re-appointed to the library board and shall serve for a term of three (3) years. A library board member shall not be eligible to serve more than three (3) consecutive three (3) year terms. Vacancies shall be filled by the City Council for the remainder of the original term. Members shall serve until a successor is appointed and qualified. Any member may be removed by the Mayor with the consent of the City Council, but only after a hearing for cause.

**C. Quorum**

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

#### **IV. Board Meetings**

##### **A. Regular Meetings**

The Moose Lake Library Board shall meet monthly on the third Thursday at 4:30 pm, except in December and January. Meetings are held in City Hall. The library board may amend the date and times of the Regular meetings as needed.

##### **B. Special Meetings**

Special meetings shall be called at the discretion of the Library Director or the President of the Board at a time convenient for the majority.

##### **C. Order of Business**

1. Call to Order
2. Minutes
3. Visitors/Public Comment
4. Old Business/Reports
5. New Business
6. Financial Statements
7. Next Meeting
8. Adjournment

##### **D. Parliamentary Authority**

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

#### **V. Duties of the Library Board**

- Employ a competent and qualified director and staff.
- Adopt vision and mission statements. Review them periodically.
- Determine and adopt written policies to govern operation and program of the library.
- Determine the goals, functions, and programs of the library. Secure adequate funds to carry on the library's program.
- Know the program and needs of the library in relation to the community; keep abreast of standards and library trends.
- Establish, support, and participate in planned public relations programs.
- Assist in the preparation of the budget and approve the annual budget.
- Know local and state laws; actively support library legislation in the state and nation.
- Establish library policies including those dealing with book and material selection.
- Attend all Board meetings and see that accurate records are kept on file at the library.
- Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.

- Be aware of the services of the State Library.

## **VI. Duties of the Librarian**

- Act as technical advisor to the Board; recommend needed policies for Board action; recommend employment of all personnel and supervise their work.
- Carry out the policies of the Library as adopted by the Board.
- Recommend and carry out plans for extending the library's services.
- Prepare regular reports detailing the library's current progress and future needs.
- Maintain an active program of planned public relations.
- Prepare an annual budget for the library in consultation with the Board and give a current report of expenditures against the budget at each meeting.
- Know local and state laws; actively support library legislation in the state and nation.
- Oversee the selection and ordering of all library materials and equipment.
- Attend all Board meetings other than those in which the director's own salary or tenure is under discussion.
- Participate in state and national professional organizations and attend professional meetings and workshops.
- Make use of the services and consultants of the State Library.
- Report regularly to the Library Board, governing officials and general public.

## **VII. Library Board Officers**

### **A. Selection**

Officers shall be elected at the January meeting.

### **B. Duties**

#### **1. The President**

The President shall preside at meetings and perform such other duties as custom and law devolve upon the President.

#### **2. The Vice-President**

The Vice-President shall assume the duties of the President in the event of the absence of the President or disability of the President

#### **3. The Secretary**

The Secretary shall keep an accurate record of all proceedings of the Board meetings and see that they are submitted in timely fashion for the City Council meetings.

## **VIII. Appointment and Duties of Committees**

- A. The Board of Directors may function as a committee of the whole without appointment of standing committees.
- B. Special committees may be authorized and appointed by the President for special, limited purposes and shall serve only until completion of the assignment.

## **IX. Hearings and Public Comments Before the Board**

- Citizens of City of Moose Lake and surrounding areas shall have the right and are encouraged to attend Board meetings, observe its deliberations, and participate at appropriate times.
- The Public may be asked to leave if personnel issues are under discussion.
- Any person who wishes to speak at a public hearing must first be recognized by the President. Should the request to speak be granted, the President may limit the time for presentation.

## **X. Rules, Regulations, and Policy Statements**

Library policies are filed in the Library Policy manual and are periodically reviewed by the Board.

## **XI. Amendments**

These bylaws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the membership provided the amendment was submitted at the preceding meeting, issued in the call to order, or was sent to members at least thirty days prior to the regular meeting.

These bylaws will be put into effect upon adoption by the Library Board of the Moose Lake Public Library on October 15<sup>th</sup>, 2015.