

NORTHEAST REGIONAL LIBRARY

BY-LAWS

Article I

Identification

The name of the organization is the Northwest Regional Library, with headquarters in Thief River Falls and branches located throughout the member counties. The governing body of the organization shall be called "The Board of Trustees of the Northwest Regional Library" existing by virtue of the provisions of §134.20 of the Laws of Minnesota and exercising the powers and authority and assuming the responsibilities delegated to it under said statute and agreement.

Article II

Purpose

The purpose of the Board of Trustees is to represent the library both to the people and the governing officials. It is the trustee's obligation 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 existing libraries, and extend library service to those not previously served.

Article III

Board of Directors

Section 1. Number and Qualifications

The governing body of the library is composed of one member for each 5,000 persons or fraction thereof for each funding county or city as appointed by the boards of county commissioners and councils of the municipalities making up the Northwest Regional Library.

Section 2. Term of Office

The term of office of trustees shall be for three (3) years. No appointee may serve more than three (3) consecutive full terms. A former board member can be appointed after a lapse of one year. If a member is appointed to serve an unexpired term of office, that member shall begin their own term in January of the following year. The President shall notify the appointing official of the terms which will expire at the end of the calendar year in September of that year. New appointments shall be made by the December meeting. By direction of the Board, the President shall suggest three to five names to the appointing official of persons who may qualify to fill the position.

Section 3. Disqualifications, Vacancies

Any member who moves out of the political subdivision he/she represents shall be responsible for notifying the Secretary of the Board of Trustees. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the President to notify the appointing official of the vacancy, and, by direction of the Board, suggest three to five names to the appointing officers of persons who may qualify to fill the position. When any trustee fails to attend three (3) consecutive meetings of the Board without notification, it shall be the duty of the President to notify the appointing officials.

Section 4. Officers

Officers of the board shall be a President, Vice-President, Secretary and Treasurer. The officers shall be named the Executive Committee. The committee shall also include one member-at-large. Each member will be a representative of one of the five counties making up the Northwest Regional Library.

The Executive Committee shall serve on a rotating basis with each officer serving in each position for one year. If a vacancy occurs on the executive committee, the President shall appoint a successor at the next regular meeting.

The President of the board shall preside at all meetings, appoint committees, authorize calls for any special meetings, and other duties as custom and law devolve upon the President. In the absence or disability of the Treasurer, the President shall sign vouchers for disbursement from the library fund.

The Vice-President shall preside in the absence of the President.

The Secretary shall oversee that an accurate record of all proceedings of the board meetings be kept. Minutes will be recorded by a member of the NWRL staff.

The Treasurer shall recommend the payment of bills and shall perform such duties as generally devolve upon the office. The Treasurer shall be bonded.

Article IV Meetings

Section 1. Meeting

The Library board shall meet on the third Thursday of each month. The January meeting will be the annual meeting and the November meeting will be the budget meeting; both shall be held at the Headquarters office in Thief River Falls.

Section 2. Special Meetings

Special meetings shall be called by the President or upon the written request of three members of the board for the transaction of business stated in the call for the meeting.

Section 3. Quorum

A quorum for the transaction of business shall consist of a simple majority of appointed members. Any vacancies do not count toward quorum.

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

1. Call to Order
2. Petitions to the Chair
3. Adoptions/Amendment to Agenda
4. Approval of Minutes
5. Financial Report
6. Approval of Bills
7. President's Report
8. Director's Report
9. Committee Reports
10. Communications
11. Old Business
12. New Business, Policy Review, Member Education
13. Adjournment

Section 5. Parliamentary Authority

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

Article V

Committees

Section 1. Executive Committee

The Executive Committee shall have and may exercise in the intervals between full board meetings all powers of the board which are delegated to such committee by resolution of the board.

Section 2. Ad Hoc Committee

Ad Hoc committees 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.

Article VI

Duties of the Board of Trustees

1. Determine the policy of the library.
2. Select and appoint a competent director of the library.
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, regularly review various physical building needs, such as ADA, to see that they meet the requirements of the total library program.
5. Study and support legislation which will bring about the greatest good to the greatest number of libraries.
6. Cooperate with other public officials and boards and maintain vital public relations.

Article VII

Director

The director shall be considered the executive officer of the library and shall have sole administration of the library under the direction and review of the board. The director shall be held responsible for the care of the headquarters building 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 financial conditions set forth in the annual budget. The director shall attend all board meetings except those at which his/her appointment or salary is to be discussed or decided.

Article VIII

Mileage and Expenses

Board members will be reimbursed for mileage according to the federal rate.

Article IX

Amendments

These By-Laws may be amended at any regular meetings of the board with a quorum present, by unanimous vote of the members present, providing the amendment(s) was stated in the call for the meeting.

These By-Laws will be in force upon adoption of the Northwest Regional Library Board of Trustees on the 20 day of March, 2003. Revised October 2014.