

By-Laws of the Valley City Barnes County Public Library Board of Trustees

Approved November 8, 2018

ARTICLE I

NAME

As authorized by North Dakota Century Code, Section 40-38-11, Joint Public Library Services by Cities and Counties. This body shall be known as the Valley City Barnes County Public Library Board.

ARTICLE II

AUTHORIZATION, POWERS AND DUTIES

Section 1

The Valley City Barnes County Public Library Board of Trustees (hereinafter called the Board) shall be authorized to exercise any and all powers, duties, and functions permitted by North Dakota Century Code Title 40 section 38: Public Libraries.

- a) The Board shall exist of 6 members. The Barnes County commission appoints two community members and selects a county commission member for representation on the board. The Valley City Commission appoints two members and selects a City Commission member for representation on the board.
- b) Members shall serve a 3-year term starting July 1.
- c) Members can serve a maximum of two consecutive terms.
- d) No compensation shall be paid to members of the board.

Section 2

The business and affairs of the Valley City Barnes Public Library shall be conducted under the management, direction and control of the Board which, to the extent permitted by law, may delegate to duly established committees of the Board, or to the Director of the Library (hereinafter called the Director), to any other employee or duly appointed agent, such duties and functions as it deems appropriate. Such Board powers and duties shall include, but shall not be limited to:

Duties and responsibilities of the library board

- a) Employing a qualified Director of the Library.

- b) Determining and adopting written policies to govern the operation and program of the library including personnel policies, financial and investment policies, and policies governing the use of the library building and the selection and use of library materials, supplies, and equipment.
- c) Report to and cooperate with other public officials, boards, and the community as a whole, to support a public relations program for the library.
- d) Assisting in the preparation of and seeking adequate financial support for the annual operating budget as well as capital and capital improvement projects.
- e) Developing long and short-range goals for the library and working toward their achievement.

Section 3:

Board members shall:

- a) Abide by applicable ordinances of, Barnes County, and the City of Valley City
- b) Abide by CHAPTER 40-38; concerning public libraries, in the State of North Dakota Century Code
- c) Act in an advisory capacity to the City Commission, County Commission, and Library Director.
- d) Recommend policies to govern the operation and program of the library.
- e) Assist in planning and give guidance for expansion of library facilities.
- f) Assist in interpreting the policies and functions of the Library to the public.
- g) Encourage in every possible way the development and advancement of the public library.
- h) Administration of the Retirement Program for library employees.

Any board member may be removed for any reason, at any time, by a Board action in which a majority of the entire Board (as opposed to a majority of those present) has voted for such removal

ARTICLE III

OFFICERS

Section 1.

The officers of the Board shall be a President, a Vice-President, a Treasurer, and a Secretary.

Section 2.

Officers shall be elected and take office at the July regular meeting after new Board members have been appointed and sworn in.

Officers term of office is one calendar year from July election to July election. Officers may serve multiple consecutive terms for the duration of their time as a board member or until they are no longer elected to the position, whichever comes first.

Section 3.

Vacancies in office shall be handled as follows:

- a) In the event of resignation or incapacity of the President, the Vice-President shall become the President for the unexpired portion of the term.
- b) Vacancies in officers other than the President shall be filled for the unexpired term by special election at the first possible board meeting.

Section 4.

Duties of the officers shall be as follows:

a) President:

- i. Preside at all meetings.
- ii. Represent the Library Board at public functions.
- iii. Appoint special committees.
- iv. Assist Library Director in establishing the agenda for each meeting. Agenda items requested by any Board member will be included.

b) Vice-President:

- i. Assist the President in directing the affairs of the Board and act in the President's absence.

c) Secretary:

- i. Be responsible for the accuracy of the minutes of the Board meeting and bring any corrections to the attention of the Board at its next meeting. The Secretary shall sign the approved minutes and file in Record Book and post the minutes on the VCBC public library website.

d) Treasurer:

- i. The treasurer shall write checks for all Library expenditures as authorized by the Board through its Budget and Finance Committee. In addition to the foregoing duties, each officer shall perform such other duties as the Board may from time to time direct, as well as those duties which custom or law may assign to the office according to its title.

ARTICLE IV

MEETINGS

Section 1.

Valley City Barnes County Public Library shall follow the laws the North Dakota Century Code, beginning at §44-04-17.1 with respect to open meetings and records.

All meetings are open to the public unless otherwise authorized by a specific law.

The regular meeting of the Library Board shall be held at a time designated by the Board in the library or such other place the Board may determine.

The board shall meet a minimum of 6 times a year, at least bimonthly.

The secretary of the Board shall announce the meeting time and date at the VCBC public library website and provide information about the meeting to the community calendars maintained by the Chamber of Commerce, Times Record Newspaper and Newsdakota.com. The Library Director will mention the meeting in his biweekly column for the VC Times Record Newspaper.

Board members are required to notify the board president or library director in case board member cannot attend meeting at least 24 before the meeting to ensure quorum at meetings.

Section 2.

Special meetings may be called by the President or at the call of any two members of the Board, provided that notice (24 hours) thereof be given to all Board members.

Section 3.

A minimum of one half (3) of the members shall constitute a quorum at all meetings of the Board.

Section 4.

All questions presented for a vote of the Library Board shall be decided by a simple majority of the quorum, including the vote of the President.

For matters related to the finances and library director a roll call or ballot votes is required. The president of the board shall determine when a roll call or ballot vote is required.

Section 5.

Any member of the Board who misses three consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to City or County Commission, whichever said member represented, that a replacement be appointed for a new 3-year term.

Board members can be asked to leave the board for failing to follow good board practices. Board members need to submit a letter to the board president outlining the cause for removal. The board shall vote on the removal and board shall be removed if 4 out of 6 members approve.

Section 6.

Robert's Rules of Order, Newly Revised shall govern in the parliamentary procedure of the Board, in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE V

COMMITTEES

Section 1.

Committees may be appointed for special purposes by the President and with the consent of the majority of the Board. All committees will have at least one Library Board member serving on them. These committees are automatically dissolved upon completion of the assignment.

ARTICLE VI

LIBRARY DIRECTOR

Section 1.

The Library Director shall be an ex-officio non-voting member of the Board.

Section 2.

The Director of the Library shall be an American Library Association certified librarian employed by the Board.

a) The director shall hold memberships in national and state professional organizations such as the American Library Association (ALA), North Dakota Library Association (NDLA)

Section 3.

The Director shall have sole charge of the administration of the library under the policies and with the review of the Board. For more extensive description of the Board and library duties see appendix A.

The Director shall be held responsible for the procedures established to enforce the policies established by the Board for the operation of the library. Among the duties and responsibilities of the Director shall be:

- a) Selection of library materials and equipment for use by the public.
- b) Maintenance and operation of the physical plant.
- c) Hiring, training, assignments, and dismissal of members of the library staff in accordance with the Library's Personnel Rules and Regulations.
- d) Informing the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the library.
- e) Attendance at all meetings of the Board except:
 - i. Those where the professional competency of the Director and the Director's salary are to be discussed.
 - ii. Those held when the Director is physically unable to attend due to illness or injury.
 - iii. Those where the Board has granted special leave.

Section 4.

The performance of the library director shall be reviewed annually by the members of the board. The procedure for the annual review will be in the policy handbook.

The Library Director is responsible for all other employees of the library.

Section 5.

Every Third year, the Library Director shall lead a process to create a strategic plan in collaboration with the Library Board ensuring long term planning of the library. The Board shall approve the final version of the plan.

ARTICLE VII

AMENDMENTS

These by-laws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments at least ten days prior to such meeting.

History

Sponsored VCBC public library board
Approved: Nov 2018