

LAKE AGASSIZ REGIONAL LIBRARY BYLAWS

ARTICLE I Identification

The name of the organization shall be the Lake Agassiz Regional Library. Membership in the regional library is provided to all seven counties within the LARL region and any tax supported public library within the region that, by appropriate action of its governing body, elects to join the regional library in accordance with Minnesota Statutes 134.20, and 471.59 joint powers legislation, and the Lake Agassiz Regional Library Agreement.

ARTICLE II LARL's Purpose

The Lake Agassiz Regional Library (LARL) provides library resources to meet the changing personal, professional, educational, and recreational information needs of all service area residents. For this reason, LARL cooperates with other libraries, community agencies and governmental organizations. LARL is committed to the importance of reading, the permanent value of its collection, and the freedom of information.

ARTICLE III Board of Trustees

SECTION 1. NUMBER OF QUALIFICATIONS OF MEMBERS.

The governing body of the regional library shall be the Board of Trustees. This board shall be composed of one member from each 14,000 persons or major fraction thereof from each area of the regional library according to the latest U.S. census. In accordance with the 2020 census the Board of Trustees shall be composed of two members from Becker County, one member from the City of Breckenridge, one member from Clay County, one member from the Clearwater County, one member from the City of Crookston, one member from the City of Detroit Lakes, one member from Mahnomen County, one member from the City of Mahnomen, three members from the City of Moorhead, one member from Norman County, one member from Polk County, and one member from Wilkin County. Members shall be appointed by their respective county board of commissioners, their respective mayor or city council, or local library board. Members shall be residents of the political subdivision of the governing body making the appointment.

SECTION 2. TERM OF OFFICE.

The term of office for members of the Board of Trustees shall be three years. No member shall serve more than three full consecutive terms. A former board member may be reappointed after a lapse of one year. Terms commence on the first day of January and terminate on the thirty-first of December, and each member shall serve until his/her successor is appointed. When a member is appointed prior to June 30 of a year, his/her term will begin retroactive to January 1 of that year. When a member is appointed from July 1 through December 31, this period will not be considered part of the three year term. When a member is appointed to fill the vacancy of another board member whose term is incomplete, the new member will begin his/her own three year term in accordance with the criteria stated above. This section will apply to all current and future members of the LARL Board of Trustees.

SECTION 3. DISQUALIFICATIONS.

Any member who moves out of the political subdivision s/he represents shall be responsible for notifying the Regional Library Director and/or the Board President. Upon receipt of such notification, the position shall be declared vacant. The Board of Trustees may also declare vacant the position of any member who misses more than one-half of the meetings of the Board within a twelve month period.

SECTION 4. OFFICERS.

Officers of the Board of Trustees shall be a president, vice-president, and treasurer.

The president shall preside at all meetings and perform such other duties as custom and law provides. S/he shall be an ex-officio member of all standing committees. The president shall have previously served at least one (1) year on the Executive Committee.

The vice-president shall assume the duties of the president in the event of the absence or disability of the president.

The treasurer shall be the Finance Committee chair. S/he shall be responsible for the accounting of library receipts and expenditures. Her/his signature, in conjunction with the Regional Library Directors shall be placed on all vouchers through the use of a check signer. S/he shall be bonded. S/he shall assume the duties of the president in the event of the absence or disability of the president and vice-president. S/he shall preside at all Finance Committee meetings.

The Regional Library Director shall serve as ex-officio non-voting Secretary to the Board.

SECTION 5. DUTIES OF THE BOARD OF TRUSTEES.

1. Determine the policies of LARL to ensure the highest possible degree of operating efficiency.
2. Select and appoint a qualified Executive Director of the Library
3. Advise in the preparation of the budget, approve it, and ensure that adequate funds are provided to finance the approved budget.
4. Study legislation which will bring about improved library service for residents.
5. Cooperate with other public officials and boards and maintain vital public relations.

ARTICLE IV Executive Committee

The Executive Committee has full powers of the Board as a whole, except the power to elect officers and to amend the by-laws. The Executive Committee shall consist of a president, vice-president, treasurer, and two members-at-large. The members of the Executive Committee shall be elected from among the membership of the full Board of Trustees at the November meeting of the full Board. Executive Committee members shall serve for a term of one year, commencing on January 1 of the following year. An Executive Committee member may succeed himself/herself, provided s/he shall not serve more than five consecutive terms. Vacancies on the Executive Committee shall be filled by a vote at the next regular meeting of the Board of Trustees after the vacancy occurs.

Each member of the Executive Committee shall serve as liaison to one of the LARL standing committees, not necessarily as Chair. The president shall appoint the chairperson of each standing committee, except for the Finance Committee.

Members of the Executive Committee may designate temporary alternates from the Board of Trustees to attend scheduled meetings of the Executive Committee in their absence. Each Executive Committee member may be represented by an alternate(s) no more than twice in a term. Alternates shall have full rights and responsibilities, including voting. The Board of Trustees may declare any position on the Executive Committee vacant if the member misses more than one-third of the meetings of the Executive Committee and full Board of Trustees within a twelve month period.

ARTICLE V Meetings

SECTION 1. BOARD OF TRUSTEES AND EXECUTIVE COMMITTEE.

At its January meeting, the Board of Trustees shall approve the full Board of Trustees meeting schedule for the current year.

SECTION 2. SPECIAL MEETINGS.

Special meetings of the Board of Trustees or Executive Committee may be called by the president, or upon written request of two members, for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given to each member of the Board of Trustees or Executive Committee at least five business days in advance of the meeting.

SECTION 3. ELECTRONIC COMMUNICATIONS.

The library board is subject to Open Meeting Law (Minn. Stat. Ch. 13D).

SECTION 4. QUORUM.

A quorum for transaction of business shall consist of a simple majority of the membership of the body holding the meeting.

SECTION 5. VOTING.

Each member of the Board shall have one vote. An act of a majority of Trustees at a meeting where a quorum is present is the act of the Board.

All meetings of the Board shall be by voice vote, except that roll call votes shall be taken during any virtual meetings or in the event that a member shall demand a roll call, and the voting shall be recorded in the minutes.

SECTION 6. PARLIAMENTARY AUTHORITY.

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings. Except that committee chairs may vote.

ARTICLE VI Committees

SECTION 1. STANDING COMMITTEES.

Standing committees shall be appointed by the president to serve until the next calendar year. Membership on each committee shall be a chairperson and as many members as deemed appropriate, plus the president as an ex-officio member. Except for the Finance Committee, the President shall appoint the chairperson of each standing committee. Members may serve on more than one committee. Standing committees may, by majority vote, make recommendations to the full Board.

The standing committees shall be Finance, Personnel, and Nominations.

SECTION 2. DUTIES OF THE STANDING COMMITTEES.

The Finance Committee will oversee LARL's fiscal responsibilities; will review the preliminary and final drafts of the budget; will elect from its membership no more than two persons to act as labor negotiators on LARL's behalf; and will oversee the endowment fund accounts.

The Personnel Committee will make recommendations to the LARL Board of Trustees concerning policies that affect the LARL staff and will conduct the annual evaluation of the Regional Library Director. The Personnel Committee chair, or designee, shall serve on the labor negotiations team.

The Nominations Committee will present, at the November meeting of the LARL Board of Trustees, a slate of candidates who have agreed to serve as board officers for the following year.

SECTION 3. AD HOC COMMITTEES.

Ad Hoc committees for the study of special concerns shall be appointed by the president to serve until the final report of the work for which they were appointed has been received and accepted by the Board of Trustees.

SECTION 4. APPOINTEES.

Two members of the LARL trustees will be appointed to serve on the Northern Lights Library Network board, a regional multi-type library system.

ARTICLE VII Executive Officer

The Regional Library Director shall be the executive officer for the Board of Trustees 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 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 the financial conditions set forth in the annual budget. The director shall attend all meetings of the Board of Trustees and Executive Committee, unless excused by the LARL Board of Trustees president.

On an annual basis, the Personnel Committee, with input from the Board, shall evaluate the job performance of the Executive Director.

ARTICLE VIII FISCAL AFFAIRS

Unless otherwise fixed by the Board, the fiscal year of Lake Agassiz Regional Library System shall begin on January 1 and end on December 31 of each year.

ARTICLE IX TRAVEL AND PER DIEM

Board members will be reimbursed for actual mileage to attend library related meetings and conferences at a per mile rate as permitted by state or federal law.

Board members who do not receive a per diem payment from their respective county or city boards may receive a per diem payment as set by the Board for attendance at regular board meetings, special board meetings, and executive and finance committee meetings.

ARTICLE X Approval of Bills

The Board of Trustees delegates responsibility for approval and payment of bills to the Regional Library Director. Lists of paid bills will be made available to the Board.

ARTICLE-XI Amendments

These by-laws may be amended at any meeting of the Board of Trustees by majority vote of the members present, provided the proposed amendment has been sent to the members at least 14 days prior to the meeting.

Adopted, Board of Trustees: July 17, 1974

Amended, Board of Trustees: July 16, 1975; September 17, 1975; November 20, 1976; March 17, 1979; March 15, 1981; July 15, 1981; November 17, 1990; September 18, 1993; September 17, 1994; November 18, 1995; September 21, 1996; March 21, 1998; January 15, 2015; January 17, 2022