

Lanesboro Public Library Bylaws

Updated 1/03; Approved 2/03

Updated 6/06; Approved 6/06

Updated 2/12; Approved 2/12

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Board Makeup

The Lanesboro Public Library Board shall consist of 7 members. Board members can be residents of the City of Lanesboro or rural Lanesboro, but the majority must be residents of the City of Lanesboro. The Library Board, subject to the approval of the City Council, shall select members. The Board shall consider prospective members and invite them to a board meeting, if desired, for an interview, but they must leave the meeting before the board votes on their candidacy. The names of new members voted in by the board shall be submitted to the City Council for approval at its next meeting.

Terms of Office

Terms of office shall be three years ending with the fiscal year, with members allowed to serve three consecutive three-year terms. In the event of the resignation or removal of a member in mid-term, a new appointment will be made by the Library Board to complete the unfilled term with the approval of the City Council. A board member who decides to resign from the Library Board midterm must send a letter of resignation to the Library Board chairperson.

Election and Duties of Officers

Officers, including chairperson, vice chairperson, secretary and treasurer, shall be elected at the Library Board January meeting.

The **chairperson** conducts all regular and special meetings, calls special meetings as necessary and reschedules meetings.

The **vice-chairperson** presides in the absence of the chairperson.

The **secretary** attends all regular and special meetings, keeps the minutes of all meetings and takes care of all correspondence.

The **treasurer** maintains the donation account and the Rose H. Bell Buy-a-Book Fund records, writes checks for the donation fund checking account and completes monthly donation accounts report.

All **Library Board members** attend meetings regularly, suggest materials for purchase, assist library staff as required, establish and review library policies, approve bills, create annual budget with library director, create long-range plan and review it annually.

Meetings

Regular meetings of the Lanesboro Library Board shall be held on the third Wednesday of each month at 5:00 pm in the library. If any meeting must be postponed due to a holiday, etc., the Board will meet the following Wednesday. The Library Board Officers may call special meetings when needed.

The normal agenda for Library Board meetings shall include, but not be limited to the following items:

1. Call to order
2. Approval/amendment of agenda
3. Approval of the minutes
4. Treasurer's report
5. Financial report
 - a. Financial report
 - b. Approval of bills
6. Circulation report
7. Reports of standing and special committees

8. Reports of Friends of the Library and City Council Liaisons
9. Director's report
10. New business
11. Old business
12. Other business
13. Adjournment

Board members are expected to attend board meetings unless there is a valid reason given for not attending and Board members are asked to notify the chairperson or library director if unable to attend a meeting. The Library Board will review lack of attendance by a member over a period of time. A quorum of 4 members is required to conduct all meetings.

Public comments before the board

Members of the public may come before the Library Board to make requests, ask questions, register complaints or offer their views on library operations, provided they notify the Library Director of the subject(s) they want to discuss at least 24 hours in advance. However, six days in advance is preferred so the item can be put on the agenda and circulated to board members.

Board action between meetings

For expenditures that fall outside of assigned budget categories, the library director may spend up to \$500 without prior board approval. When necessary, the Library Board may vote on expenditures or other matters between meetings by use of electronic media. Such votes shall require confirmation by majority vote of the board at its next meeting.

Lanesboro Public Library Mission Statement

The Lanesboro Public Library is a vibrant community center meeting the information needs of all Lanesboro area residents.