Ramsey County Library
Request for Library Board Action

Meeting Date	Action Requested	Presented By
April 5, 2017	Approve By-laws & Responsibilities	Jill Boldenow, Library Director

SUBJECT:
Library Board By-laws & Responsibilities

BACKGROUND:
A subcommittee comprised met several times in 2016 with the Library Director to revise the Library Board By-laws and Policies, which had not undergone a comprehensive review in many years.

Changes to reflect current practices and update language were made, and a Conflict of Interest clause was added. A separate chart was developed, clarifying responsibilities of the Library Director, Library Board, Friends of the Library and County Board.

No changes to the by-laws approved in November 2016 are recommended at this time.

BOARD ACTION REQUESTED:
To approve the By-laws of the Ramsey County Library Board of Trustees and the Library Responsibilities chart as presented.

Ramsey County Library
Board of Trustees
BY-LAWS

ARTICLE I
Identification

The name of the organization is the Ramsey County Library, located in suburban Ramsey County, Minnesota, with administrative office at 4560 North Victoria Street in Shoreview, and libraries in Maplewood, Mounds View, New Brighton, North St. Paul, Roseville, Shoreview and White Bear Lake.

ARTICLE II
Purpose

The mission of the Ramsey County Library is to CONNECT community, INSPIRE curiosity, and CULTIVATE learning. The purpose of the Ramsey County Library Board of Trustees as established by Minnesota Statute is to provide the legal, financial, policy and planning responsibility for all operations of the Ramsey County Library. The Library Board also selects, supervises and evaluates the Library Director.

ARTICLE III
Board of Trustees

Section 1. Number and qualifications.

The governing body of the library is the Board of Trustees, which is composed of seven members as appointed by the Board of Ramsey County Commissioners. Members shall be residents of suburban Ramsey County.

Section 2. Term of office.

The term of office of trustees shall be three years. No trustee shall serve more than three consecutive terms. Terms will be staggered to ensure continuity. A trustee whose term expired may continue to serve until an appointment is made. If a member is appointed to serve an unexpired term of office and serves more than half of a regular term, it shall be considered a full term of office.

Section 3. Disqualifications, vacancies.

Any member who moves out of suburban Ramsey County shall vacate their position. The Board of County Commissioners may remove any member for misconduct or neglect.

Section 4. Officers.

Officers of the Board of Trustees shall be a chair, vice chair, and secretary. Officers shall be elected at the first business meeting of the calendar year. An officer may serve two consecutive terms. Vacancies in office shall be filled by majority vote at the next regular meeting of the Board after the vacancy occurs.

The duties of the officers are as follows:

The Chair of the Board of Trustees shall preside at all meetings, appoint all committees, authorize calls for any special meetings, execute documents authorized by the Board, and generally perform the duties of a presiding officer.

The Vice Chair of the Board of Trustees shall assume the duties of the Chair in the event of the absence or disability of the Chair. In addition, the Chair may assign duties to the Vice Chair with concurrence of the majority of the Board of Trustees.

The Secretary of the Board of Trustees shall be responsible for ensuring that a true and accurate account is kept of all proceedings of the Board meetings; that notices of all meetings are issued; that the minutes and other records of the Board are maintained; and that the Board of Ramsey County Commissioners is notified of any vacancies on the Library Board of Trustees.

Section 5. Indemnification.

Subject to limitations set forth in Minnesota Statutes 466.04, Ramsey County will defend and indemnify any of its officers and employees, whether elective or appointive, for damages, including punitive damages, claimed or levied against the officer or employee, provided that the officer was acting in the performance of the duties of the position; and was not guilty of malfeasance in office, willful neglect of duty, or bad faith.

ARTICLE IV
Meetings

Section 1. Time and place.

The Board of Trustees meetings shall be held on the dates, times and places specified at the annual meeting. The Library Board will give public notice of all meetings and all meetings will be open to the public in accordance with Minnesota's Open Meeting Law. The first meeting in January shall be the annual meeting.

Section 2. Special meetings.

Special meetings of the Board of Trustees may be called by the Chair or upon the written request of four members for the transaction of business as stated in the meeting request.

Section 3. Notices of meetings.

All members shall be notified of all meetings at least two days before the meeting. Notice for any meeting not scheduled in accordance with Section 1 above shall be accomplished through U.S. Mail, making a good faith effort to contact a trustee via telephone, or by sending an electronic mail message to the address so designated by the Trustee.

In addition, notices shall be posted in all libraries and released to the press. All meetings of the Ramsey County Library Board of Trustees are held in accordance with the Minnesota Open Meeting Law (Minn. Stat. 471.705).

Section 4. Quorum.

A quorum for the transaction of business shall consist of four voting members of the Board of Trustees.

Section 5. Parliamentary authority.

Should any questions arise as to procedure, Rosenberg's Rules of Order (latest edition) shall be followed.

ARTICLE V
Committees

The Chair may appoint standing committees as needed by the Board of Trustees. Ad hoc committees for the study of special issues may also be appointed by the Chair; such committees to serve until completion of the work for which they were appointed.

ARTICLE VI
Duties of the Board of Trustees

1. Recruit and employ a qualified library director.
2. Maintain an ongoing performance appraisal of the director.
3. Identify and adopt written policies to govern the operation and programs of the library.
4. In conjunction with the Library Director and library staff, do strategic planning to assure that the Ramsey County Library will continue to meet the information needs of its community in the years to come.
5. Seek adequate funds to carry out library operations.
6. Assist in the preparation of and approve the annual budget.
7. Monitor organization performance.
8. Promote the mission of the library within the community.
9. Advocate for the library to policymakers.
10. Advocate on behalf of the Friends to the community.
11. Maintain a liaison to the Friends board.

ARTICLE VII
Conflicts of Interest

Board members must avoid any conflict of interest with respect to their fiduciary responsibilities. There must be no self-dealing or conduct of private business or personal services between any Board member and the library except as procedurally controlled to assure openness, competitive opportunity and equal access to information. Board members must not use their position to obtain for themselves, family members or close associates employment within the library. Should a trustee be faced with a conflict of interest, they must abstain from board deliberation and voting.

ARTICLE VIII
Compensation

Members of the Board of Trustees shall be paid a per diem of $50.00 per meeting for a maximum of two meetings per month. There shall be no reimbursement for mileage expense.

ARTICLE IX
Liaison with Board of Ramsey County Commissioners

A Ramsey County Commissioner may be appointed by the Board of Ramsey County Commissioners to serve as liaison between the Library Board of Trustees and the Board of Commissioners.

ARTICLE X
Amendments

These by-laws may be amended at any regular meeting of the Board of Trustees with a quorum present, by a majority vote of the voting members present, providing the amendment was stated in the call for the meeting.

These by-laws will be in force upon adoption by the Board of Trustees of the Ramsey County Library.

ARTICLE XI
Policy Enactment

Unless otherwise specified by the Board of Trustees, the Director shall enact all policies and procedures adopted by the Library Board on the first day of the month no less than 90 days following Board approval.

Library Responsibilities

Responsibilities	Library Director	Library Board	Friends	County Board
General Administrative	• Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programming. • Act as advisor to the Board and provide support to the Friends. • Speak publically on behalf of the library. • Develop communications planning and messaging.	• Recruit and employ a qualified library director. • Maintain an ongoing performance appraisal of the director.	• Support quality library services in the community through fund raising, volunteerism and advocacy.	• Appoints Library Board members, from among County residents, to maintain a seven-member board. • Hear reports on library impacts and outcomes related to County priorities.
Policy	• Apprise Library Board of the need to develop new and revise current policies. • Ensure implementation of adopted Board policies.	• Identify and adopt written policies to govern the operation and programs of the library.	• Support the policies of the library as adopted by the Library Board.	
Planning	• Coordinate and implement a strategic plan with the Library Board, Friends, staff and community.	• Ensure that the library has a strategic plan with implementation and evaluation components.	• Provide input into the library's strategic plan and support its implementation.	• Sets County priorities.
Fiscal/Operational	• Prepare an annual budget for the library in accordance with County instructions. • Provide appropriate monitoring data.	• Seek adequate funds to carry out library operations. • Assist in the preparation and approve the annual budget. • Monitor organization performance.	• Conduct fund raising to support the library's mission and plans.	• Sets the library levy to provide a library fund. • Approves the library budget.
Advocacy	• Promote the mission of the library within the community. • Educate the Library Board, Friends and community regarding local, state and national issues that impact the library.	• Promote the mission of the library within the community. • Advocate for the library to policymakers. • Advocate on behalf of the Friends to the community.	• Promote the mission of the library within the community. • Advocate for the library to policymakers.	• Encouraged to attend library and Friends functions and to advocate for the library to the community.
Meetings	• Participate in Library Board and Friends board meetings.	• Maintain a liaison to the Friends' board.	• Maintain a liaison to the Library Board.	• Maintain a liaison to the Library Board to serve as a nonvoting member.