

## Ramsey County Library Advisory Board Bylaws

### Article 1

#### Purpose

The Ramsey County Library Advisory Board shall provide advice and make recommendations on matters pertaining to county library services. The Ramsey County Library Advisory Board shall provide recommendations regarding integrated county service delivery that impacts or is enhanced by library services. The county board may delegate additional powers and duties to the Ramsey County Library Advisory Board.

### Article 2

#### Organization

- The Ramsey County Library Advisory Board is comprised of seven residents of suburban Ramsey County appointed by the Ramsey County Board of Commissioners.
- The Library Advisory Board shall, at its first regular meeting in a calendar year, elect a Chair and Vice Chair to serve for that calendar year. An officer may serve two consecutive terms.
- Ramsey County will provide administrative support to the Library Advisory Board, including serving as recording secretary.

### Article 3

#### Meetings

- The Library Advisory Board shall meet at least quarterly but intends to hold regular monthly meetings. An annual schedule of the Library Advisory Board meetings will be published in January. Meetings may be canceled by the Library Advisory Board Chair or designated authority.
- Special meetings 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. Special meetings may consider only those items specified in advance. All members shall be notified of all meetings at least two (2) days before the meeting date.
- The Chair may appoint standing committees as needed by the Library Advisory Board. Ad hoc committees for the study of special issues may also be appointed by the Chair; such committees to serve until the completion of the work for which they were appointed.
- The principal place for meetings shall be at the Shoreview Library; however, the Library Advisory Board may hold meetings in other places within the County as desired.

## **Article 4**

### **Conduct of Business**

- Meetings shall be facilitated by the Chair or by the Vice Chair in the Chair's absence or another Library Advisory Board member as delegated by the Chair.
- A quorum shall consist of a majority of the appointed members; there must be a quorum to conduct a vote.
- Rosenberg's Rules will be used for formal voting.
- The Library Advisory Board shall:
  - Expect people to act with best intentions and expect best intentions from others.
  - Treat each other with respect.
  - Not tolerate disrespectful language, tone of voice, or behavior.
  - Focus on ideas: If you disagree with something that has been said, question the idea or practice, not the person.
  - Focus our energies on how we can better meet the needs of the community while supporting greater inclusiveness, accessibility and equity.

## **Article 5**

### **Duties of the Library Advisory Board**

- Provide advice and make recommendations on matters pertaining to county library services. Examples include:
  - Ensure the inclusion of voices from our community of residents in determining department programs and services.
  - Advise library staff on existing and newly-proposed resident-facing services, programs, spaces, technology and collections on behalf of residents, with an equity lens focused on our communities that experience marginalization.
  - Advise library staff on where additional community input should be solicited; review programs and services for gaps and duplication with other county and externally-provided services.
  - Review and make recommendations on long-range plans for the library.
  - Participate in department strategic plan development and monitoring.
  - Advocate for libraries at the legislature and other venues, in collaboration with library staff.
  - Advise library staff on priorities within operating and capital budget development processes.
  - Review and advise library staff on department-level policies.
- Provide recommendations regarding integrated county service delivery that impacts or is enhanced by library services. Examples include:
  - Schedule briefings on countywide initiatives such as Digital Equity; foster thoughtful and strategic discussions about opportunities and challenges for the library; advise library staff on impacts and enhancement opportunities from a resident perspective.
  - Bring personal and professional expertise and interests to the table in considering new integrated service delivery opportunities.
- Accept gifts to the library of up to \$5,000, under the delegated authority from the Ramsey County Board.

## **Article 6**

### Open meeting

Library Advisory Board meetings shall be open to the public.

## **Article 7**

### Attendance

Library Advisory Board members are expected to attend all regularly scheduled meetings and must notify the Chair if they are unable to attend a meeting.

Any member of the Library Advisory Board who:

- Misses more than two consecutive meetings without advance notice
- Misses more than three consecutive meetings with advance notice
- Misses one-third of announced Library Advisory Board meetings

within a period of 12 months, may be recommended to the Chair of the Ramsey County Board of Commissioners for removal from the Library Advisory Board.

## **Article 8**

### Amendment of Bylaws

The Library Advisory Board shall adopt bylaws and update them at least annually. Bylaws may be amended by a majority vote of the Library Advisory Board at any regular meeting, provided that written notice setting forth in detail the contents of the proposed amendments(s) has been given to Board members at least ten (10) days prior to the meeting.