

Caledonia Public Library Policy Board of Trustees
Section: Administration Approved:
Subject: Bylaws, Board of Trustees Reviewed:

Following are the bylaws of the Caledonia Public Library Board of Trustees:

Library Board

1. In accordance with Section 33.20 of the code of the City of Caledonia, the Caledonia Public Library Board of Trustees will have five (5) members. The members are appointed by the Mayor, with the approval of the City Council, and the term of office for each trustee shall be for three (3) years from the January meeting in the year of their appointment. A library board member shall not be eligible to serve more than three consecutive three-year terms. Trustees shall receive no compensation but will be reimbursed for necessary expenses related to their service as trustees.
2. The general powers and duties of the Caledonia Public Library Board of Trustees are specified in Title III, Chapter 33 of City Code.
3. The Board will exercise its powers and duties as follows:
 - a. Employ a competent and qualified librarian to serve as Director.
 - b. Evaluate the performance and effectiveness of the Director in fulfilling his/her duties and responsibilities as prescribed in the Bylaws. This evaluation will be performed annually by the Director Evaluation Committee of the Board and will be discussed with the Director at a March meeting of the Board.
 - c. Determine and adopt written policies to govern all operations and programs of the library, in consultation with the Director as necessary.
 - d. Report to and cooperate with other public officials, boards and the Caledonia community in support of a good public relations program within the community.
 - e. Prepare and seek adequate support for the annual Library budget.
 - f. Develop long-range goals for the Library and work toward the achievement of these goals.
 - g. Accept gifts and approve all library expenditures.
 - h. Authorize the use of the library by nonresidents of the city.
4. Every appointed member of the board shall be required to attend at least eighty percent (80%) of the regularly scheduled meetings of each calendar year unless excused from attendance by the chair of the board. A vacancy in the Library Board of Trustees occasioned by removal, resignation, or otherwise shall be reported to the appointing authority and the unexpired term shall be filled in like manner as the original appointment. The appointing authority may remove any trustee for misconduct or neglect.
5. No member of the Board of Trustees shall be financially interested, directly or indirectly, in any contract, sale or transaction that comes before the Board of Trustees for approval or other official action that pertains to the Library.

Officers

1. The officers of the Board will be President, Vice President and Secretary, who shall serve terms of one year, and shall be designated the "Executive Committee." Officers may succeed themselves in office, but may serve no more than three terms in the same office. An officer must be a Board member during his/her term in office.
2. The duties of the officers are as follows:
 - a. The President will:
 - i. Preside at all meetings of the Board
 - ii. Appoint all standing and ad hoc committees
 - iii. Prepare the agenda for Board meetings
 - iv. Serve as Chair of the Executive Committee
 - v. Sign the monthly financial statement presented by the Director as an indication of the acceptance of the statement by the Board
 - vi. Serve as liaison for the library staff
 - b. The Vice President will:
 - i. Perform such functions as may be assigned by the President or the Board
 - ii. Serve as a member of the Executive Committee
 - iii. Perform all the functions of the President in his/her absence or disability
 - c. The Secretary will:
 - i. Sign the monthly financial statement together with the President
 - ii. Perform all functions of the President in the simultaneous absence and/or disability of the President and Vice President
 - iii. Serve as a member of the Executive Committee
 - iv. Sign the bi-weekly timesheet of the director or other staff in the absence of the director
 - d. A library representative will:
 - i. Record and properly file, in permanent form, complete proceedings of each Board meeting.
 - ii. Send a copy of such proceedings to each Board member prior to the subsequent meeting.

Meetings

1. Regular meetings will be held monthly, with the date, hour and location being determined by the Board.
2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in January of each year.
3. Special meetings may be held at any time, at the call of either the President or any three (3) members of the Board; however, at least seventy-two (72) hours advance notice of the special meeting must be given to all Trustees.
4. A quorum at any meeting will consist of three (3) or more Trustees.
5. A vote will be decided by a simple majority of the Trustees voting except in the case where other criteria are required by ordinance or statute.
6. An agenda for each regular Board meeting will be made available to the Trustees prior to the meeting, together with necessary discussion materials.

7. The agenda will be made available to the public at least twenty-four (24) hours prior to the meeting, by posting or advertising it in places generally available to the public.
8. The order of business for regular meetings shall include but not be limited to the following items:
 - a. Call to order
 - b. Approval of the agenda
 - c. Public comment
 - d. Approval of last meeting's minutes
 - e. Financial reports
 - f. Director's report
 - g. Committee reports
 - h. Old Business
 - i. New Business
 - j. Adjournment
9. All meetings of the Board are open to anyone who may wish to observe the proceedings in accordance with the Minnesota Open Meetings Law, Minnesota Statutes, Chapter 13D. Non-Board members who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated within the agenda.
10. The latest edition of Robert's Rules of Order will govern the parliamentary procedures of the Board.

Committees/Board Liaison Appointments

1. The President may appoint ad hoc committees as needed. Standing committees must be established by a vote of the Board. If a committee member is unable to serve, a replacement will be appointed by the President. In May of each year, the President will appoint:
 - a. One (1) Trustees to serve as liaison to the Friends of the Caledonia Public Library Board.
 - b. Two (2) Trustees to serve as a Budget and Finance Committee. With the assistance of the Director, this Committee prepares the annual general fund budget and regularly reviews private funds and makes recommendations regarding their management. Committee members give policy direction regarding service priorities for personnel, materials, and operations expenditures and for budgeted revenues. Committee members review the capital improvement plan projects and the Library's line-item budget request during the preparation process in May/June and recommend a budget request for Board approval in July. The Budget and Finance Committee members attend the Library's budget hearing with the City Council in September.
2. No committee shall have other than advisory power unless, by suitable action of the Board, it is granted specific power to act.

The Director

1. The Director's duties and responsibilities are detailed in the Director's general job description.
2. The Director is a non-voting, ex-officio member of the Board of Trustees.

Amendments to Bylaws

1. Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, provided that notice of the proposed amendments has been given to the Trustees at least seven (7) days prior to the meeting.

Approved this _____ day of _____, _____, by the Board of Trustees of the Caledonia Public Library.

President, Board of Trustees

Secretary, Board of Trustees

**Caledonia Public Library
Board of Trustees**

Board Member

Term 1

Term 2

Term 3

Lolly Smith	2017-18	2018-21	2021-24
Liz Wanschura	2017-18	2018-21	2021-24
Lorrie Schieber	2017-19	2019-22	2022-2025
Cassie Rauk	2017-20	2020-23	2023-26