

New Ulm Library Board Bylaws

Article I: GENERAL PURPOSE

Section 1: The name of this organization is the Library Board of New Ulm, Minnesota ("Board").

Section 2: The Board shall make and adopt bylaws, rules, and regulations relating to the duties of the officers of the Board, consistent with the City Charter and the City Code of the City of New Ulm.

Section 3: The Board shall make and adopt such bylaws, rules, and regulations for the management of the library, as well as any other present or future obligations relating to the library or museum services provided by the City, consistent with the City Charter and the City Code of the City of New Ulm.

Section 4: The Board has exclusive control of all expenditures of money collected for or contributed to the library fund. The Board shall supervise and work with the Library Director in developing, reviewing and implementing appropriate policies for the operation of the Library.

Section 5: The Board shall provide supervision, care, and custody of the library property, and of the rooms or buildings constructed, leased, or set apart for library purposes.

Section 6: Library employees shall be appointed and/or removed by the City Manager, with appointment and/or removal of the Library Director and Assistant Library Director subject to approval by the Library Board.

Article II: MEMBERSHIP

Section 1: The Board shall consist of nine members, or such other number as the City Council may provide from time to time as provided in the New Ulm City Charter. The Library Director shall be an ex-officio member of the Board and shall attend all meetings of the Board unless excused by the Chair.

Section 2: The Board members shall be appointed to a three-year term by the Mayor, subject to confirmation of the City Council.

Section 3: In the event of misconduct or neglect, the Mayor may remove a member of the Board, subject to the consent of the City Council.

Section 4: A member may serve up to two full terms. If a member serves a partial term, that partial term shall not be considered as part of the two full terms provided for herein. Upon the completion of two full terms and the passage of one year of retirement from the Board, a member may be reappointed for one additional term.

Section 5: If a member is unable to complete a full term, then the Board shall report the vacancy to the Mayor and City Council, and a person shall be appointed by the Mayor, and approved by the City Council to complete the remainder of the term.

Article III: ORGANIZATION

Section 1: During the first regular meeting in January the Board shall elect from its membership one Chair, one Vice-Chair, and one Secretary/Treasurer.

Section 2: The Duties of the Chair include presiding as meeting chair and ensuring that all bylaws and procedures are followed by the Board. The Chair also may create and distribute an agenda to the Board.

Section 3: The duties of the Vice-Chair shall include filling in for the Chair in his or her absence.

Section 4: The Secretary/Treasurer may have responsibility for the collection and distribution of funds received by the Board from sources other than levy. The Secretary/Treasurer may also monitor all library funds and ensure that they are distributed as determined by the Board.

Section 5: The Secretary/Treasurer, or an appointee of the Library Board, is responsible for taking minutes at Board meetings. The Secretary/Treasurer may also ensure that public notice is provided for Board Meetings, and that all written materials created by the Board are available to the public.

Article IV: BOARD MEETINGS

Section 1: A special meeting may be called at such times and locations by the Chair or by at least three members of the Board. Notice of all such meetings shall be provided in accordance with applicable law. Regular meetings shall be held on the second Thursday of each month at 4:00 P.M. at the Council Chambers in the City of New Ulm, or at such other place as the Board may from time to time establish.

Section 2: A quorum consists of five members of the Board. Actions of the Board require a majority vote of the members then present.

Section 3: The Chair shall ensure that Board meetings are run in an orderly fashion. The Chair shall preside unless he or she appoints another member as Chair. In the absence of the Chair, the Vice-Chair shall serve as Chair.

Section 4: Unless exempt pursuant to applicable law, all meetings of the Board are open to the public.

Section 5: A written agenda must be prepared for all meetings. The agenda should be reviewed by members prior to the start of the meeting.

Section 6: Minutes shall be taken at all meetings, and votes shall be recorded by the Secretary/Treasurer or Library Board appointee. Written material, such as minutes and agendas, shall be on record at the Library and available to the public.

Section 7: All members of the Board are equal and shall respect other members. The Chair shall ensure that all members are able to express their views, and ensure that any debate progresses in a respectful manner.

Section 8: The Board is encouraged to incorporate public comments during a meeting as appropriate. Before speaking, any member of the public must be recognized by the Chair. If a member of the public is out of order, then he or she may be removed from the meeting at the discretion of the Chair.

Section 9: A regular or special meeting shall be adjourned when the Agenda is complete.

Article V: FINANCIAL PROCEDURES

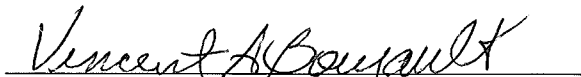
Section 1: All money received by the Library from tax revenue shall be paid into the City Treasury.

Section 2: Money received from book fines shall be forwarded by the Library Director or the Secretary/Treasurer of the Library Board into a Special Fund held by the New Ulm City Treasurer. This money shall be used for books or other matters deemed appropriate to maintenance of the library by the Board.

Section 3: Money received from Memorial Funds, legacies, and donations shall be held in a separate account or a separately designed sub-account and be used by the Board only for purposes specified by the donors. The Library Director and/or Secretary/Treasurer of the Board shall file an accounting of the money received with the City Clerk upon request of the Board.

Article VI: CHANGES TO BYLAWS

Section 1: These bylaws may be amended by a majority vote of the members of the Board present at a regular meeting or a special meeting.



Vincent Bourgault, Library Board Chair

Revised and approved June 9, 2016.

Adopted July 10, 2008.

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