

Kitchigami Regional Library  
Board of Trustees

**BYLAWS**

The Board's responsibility is to represent the library both to the people and to the governing officials. It is the trustee's obligation to see that adequate funds are obtained for good library service and that the taxpayer receives a fair return on his investment in tax dollars. This results in the highest quality of library service, maintained for the largest number of citizens.

The Board of Trustees of the Kitchigami Regional Library consists of nineteen members. They are appointed by their respective county board of commissioners, and their respective city councils.

1. Meetings

The regular meetings of the Kitchigami Regional Library Board shall be held on the third Thursday of alternate months at 7:00 p.m. beginning with January, in the operating center, Pine River, unless otherwise designated.

The annual meeting with election of officers shall be held at the time of the first regular meeting of each calendar year, and that such officers serve until the first regular meeting of the following year.

Special meetings may be called by the President, or upon the written request of seven members, for the transaction of business stated in the call for the meeting.

2. Officers

Officers of the board shall be chosen at the regular annual meeting of the Board, and shall be as follows: President, Vice-president, Secretary, Treasurer.

An officer may succeed himself/herself.

The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President may, with the Treasurer, sign all payroll and general account checks for the library.

3. Quorum

A quorum for the transaction of business shall consist of seven members of the Board.

#### 4. Committees

The Board will meet as a committee-of-the-whole unless special committees are established by the President.

#### 5. Order of Business

The order of business at regular meetings shall be as follows:

- Call to order
- Approval of Minutes
- Bills
- Financial report
- President's report
- Librarian's report
- Old business
- New business
- Adjournment

#### 6. Amendments

These Bylaws may be amended at any regular meeting of the Board with a quorum present, by a majority of the total members of the Board, providing the amendment was stated in the call for the meeting.

#### 7. Termination of Board Membership

If any Board member is absent for three consecutive meetings without sufficient reason or without any notification, the Board shall suggest three to five names to the official from the area the new board member is to be appointed. It shall be the duty of the President to notify the official of the vacancy and possible suggestions.

No member of the Board shall be considered for staff employment.

No member of the Board or any administrative member of the library staff shall use the resources, business, finances and contracts of the library for personal or financial gain.

#### 8. Duties of the Board

- a. To determine the policy of the library and to develop the highest possible degree of operating efficiency in the library.
- b. To select and appoint a librarian.
- c. To advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget.
- d. Through the librarian, to supervise and maintain buildings and grounds, as well as to regularly review various physical and building needs to see that they meet the requirements of the total library program.

- e. To study and support legislation which will bring about the greatest good to the greatest number of libraries.
- f. To cooperate with other public officials, boards and the counties and cities as a whole, and to otherwise maintain good public relations.

9. Relationship between librarian and Board

The greatest confidence should exist between the librarian and the library board. The librarian shall attend all Board meetings except those at which his/her appointment or salary is to be discussed or decided.

10. Librarian

The librarian shall have sole charge of the administration of the library under the direction and review of the library board. The librarian shall be held responsible for the recommendation of employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under financial conditions set forth in the annual budget.

11. Mileage and Expenses

Expenses for library meetings incurred by Board members are to be submitted to the Board and reimbursed according to the policy statement on travel, as well as budget allowances.

Revised 11/74  
Revised 11/87  
Revised 5/90